

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: BUSINESS CARDS	Original Issue Date: November 26, 2002	Policy #: 400
	Supersedes: January 12, 2017	Effective Date: September 26, 2019
Individuals / Committees Consulted: Office of Educational Services	Reviewed & Approved by: College Governance	Approved by: Provost, College of Nursing & Allied Health (signature on file)

PURPOSE:

To delineate the process for requesting and ordering business cards

POLICY:

Business cards will:

- Adhere to pre-approved standardized format
- Only be approved for new hires, reorders, and for change in name, degree, or functional title
- Be ordered through the requisition system.

PROCEDURE:

Requestor completes the Business Card Order form and submits it to the designated Office of Educational Services (OES) staff member.

OES designee:

- Completes the requisition in accordance with Services, Supplies, and Equipment: Ordering and Tracking policy
Justification: "Business cards are needed for College of Nursing faculty/designated staff to distribute to students, other college and affiliating hospital personnel"
 - Attaches Business Card Order form
- Submits the requisition.

The following format must be followed:



Orders take an average of 4 weeks to process.

Subject:

BUSINESS CARDS

PROCEDURE DOCUMENTATION:

Business Card Order form

REFERENCES:

College Policy #720: Services, Supplies, and Equipment: Ordering and Tracking

REVISION DATES:

November 26, 2002

July 18, 2006

January 21, 2010

November 14, 2013

January 12, 2017

September 26, 2019