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

				Page 1	Of 1	
Subject:		Original Issue Date: November 26, 2002		Policy #: <b>400</b>		
BUSINESS CARDS		Supersedes: July 18, 2006		Effective Date: January 21, 2010		
Committees Consulted: College Operations		Reviewed & Approved by: College Planning		Approved by:		
			(Signature on File) Provost, College of Nursing & Allied Health			

## **PURPOSE:**

To standardize the format of College business cards

### **POLICY:**

Business cards will adhere to pre-approved standardized format.

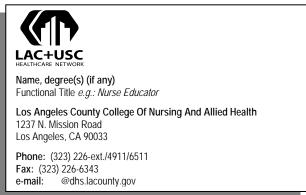
### PROCEDURE:

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

#### OES will:

- Complete HS-2 in accordance with HS-2 Generation policy
   Justification: Business cards are needed for College of Nursing faculty/designated staff to
   distribute to students, other college and affiliating hospital personnel
- Attach Business Card Order form
- Send completed HS-2 and Business Card Order form to Service and Supply Coordinator.

The following format must be followed:



Orders take an average of 4 weeks to process.

## PROCEDURE DOCUMENTATION:

Business Card Order HS-2

## **REFERENCES:**

College Policy #720: HS-2 Generation and Tracking