

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

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Subject: BUSINESS CARDS	Original Issue Date: November 26, 2002	Policy #: 400
	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:

 <p>LAC+USC HEALTHCARE NETWORK</p>
<p>Name, degree(s) (if any) Functional Title <i>e.g.: Nurse Educator</i></p>
<p>Los Angeles County College Of Nursing And Allied Health 1237 N. Mission Road Los Angeles, CA 90033</p>
<p>Phone: (323) 226-ext./4911/6511 Fax: (323) 226-6343 e-mail: @dhs.lacounty.gov</p>

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