

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 21, 2010	Effective Date: November 14, 2013
Committees Consulted: College Operations	Reviewed & Approved by: College Planning	Approved by: <i>Nancy W. Miller</i> 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 On Line Requisition (OLR) system.


PROCEDURE:

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

OES designee:

- Completes the OLR 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 OLR.

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:

Subject:

BUSINESS CARDS

Business Card Order form
OLR Tracking Log

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