

# University Policy on Issuance of Business Cards

9/1/05

Salve Regina University will provide, upon request, personalized business cards to the following employees:

Exempt employees who-

- are at a level of Assistant Director/Dean and above
- are full time Faculty Members
- are Admissions Counselors

Departments that have a need may order “generic” departmental business cards, which may be used by other members of the staff as needed. This card would be printed with the department name, main phone and fax number, etc.

All business card requests must adhere to this policy. Business cards must be requested on the approved form and approved by the department supervisor and area Vice President prior to sending to the Human Resources Office for signature and verification of titles. Completed requests should be forwarded to the Office of Design Services.

Any exceptions to policy must be requested in writing, by the department supervisor, approved by the area Vice President, then sent to the Director of Human Resources. All requests must have justification provided. Decisions on the requests will be emailed to department supervisor.

## **Procedures for Ordering Business Cards**

All business card requests must be in accordance with the above stated policy. To request personal or departmental cards, you must adhere to the following:

- Complete a business card request form. This form can be found in the Office of Design Services or Human Resources Office, or in the University Document Library on the website and Human Resources webpage.
- Forms must be signed by the supervisor and area Vice President before forwarding to the Human Resources Office.
- All requests must contain a valid budget number to be charged.
- Card orders are placed by the Office of Design Services as necessary to retain the negotiated price. Any cards needed on very short notice, will be charged at a higher rate.