

BUSINESS CARD PURCHASE PROCEDURE

All business cards printed at District expense shall be on the standard format established by the District. Administrators and Classified Managers may requisition business cards as needed. Other staff members requesting District-funded business cards will do so through, and are subject to the approval of their administrative supervisor. Approval will be based upon the supervisor's assessment of the frequency of the staff member's public contact which would necessitate the use of business cards.

All approved business cards shall carry the official title of the staff member as designated by the District. The cost of printing business cards shall be charged against the supply budget of the administrative office requesting or approving the purchase.