



Operations Manual

Governed By: Marketing/Communications	Effective Date: 01/01/2013
Procedure: # 3 - Business Card Orders	Updated Last: 12/08/2014
Purpose: To facilitate the ordering of business cards for staff	
Refer to Policy #:	

Summary:

While a very valuable tool, business cards can represent a significant expense for the agency. Therefore, a new system has been put in place to streamline the business card ordering process.

Approved Staff Positions:

The following positions have been identified as requiring business cards:

- Chief Officer-level staff, as identified on the org chart
- Director-level staff, as identified on the org chart
- Management-level staff**, as identified on the org chart
- Coordinator-level staff, as identified on the org chart
- WIC Vendor Management Liaisons

In addition to the positions above, “general” business cards have been identified for the following instances:

- Location-specific cards for all Family Resource Centers and agency locations
- Program-specific cards, as identified by Management-level staff

** Center Managers, with the exception of Stepping Stones 2, are exempt from this list and will be assigned general location-specific cards

New Card Orders:

Moving forward, new card requests for the above-identified positions will be submitted automatically by the Human Resources (HR) department as part of the staff onboarding process.

Business Card Reorders:

To reorder an existing business card, an order form must be completed by the staff person, signed by a Director, and submitted to the Marketing and Communications Director. A business card order form can be found on the intranet under *Resources >> Marketing and Communications*.



Operations Manual

Additional Details:

A hold will still be applied on orders to allow for bulk ordering, reducing the associated printing costs per box. Cards will now be ordered at the start of every quarter. Purchase orders will be completed by the Marketing and Communications Director, but individual programs will continue to be charged for designated cards.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: