

SALVE REGINA UNIVERSITY
Policy on Issuance of Business Cards

October 2018

Upon request, Salve Regina University will provide personalized business cards to the following exempt level employees:

- Assistant Directors/Deans and above
- Full time Faculty Members
- Admissions Counselors

Departments may also order “generic” departmental business cards for use 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 and to the procedures described below. Business cards must be requested on the Business Card Request Form and approved by the department manager. The completed form must be sent to the Office of Human Resources (HR) for approval signature and verification of titles. Authorized requests will be forwarded by HR to the Office of Design Services for processing.

Any exceptions to policy must be requested in writing by the department manager to the Director of Human Resources. All requests must have the justification provided. Decisions on the requests will be emailed to the department manager.

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. The form can be found in the Office of Design Services or Office of Human Resources, or in the University Document Library on the website and HR webpage.
- Forms must be signed by the department manager before forwarding to HR.
- All requests must contain a valid budget # 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.