Policy Owner:	Office of Design Services
Applicability:	University Staff and Faculty
Revision Date:	September 18, 2026

Business Card Policy and Request Form

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 the procedures described below. Business cards must be requested using the Business Card Request Form included on the following page, and approved by the department supervisor and an HR representative. The completed form must be sent to the Office of Human Resources for signature and verification of titles. Authorized requests will be forwarded by the Office of Human Resources to the Office of Design Services for processing. Should you have any questions related to the Business Cards, please contact the Office of Design Services directly.

Any exceptions to policy must be requested in writing by the department supervisor to the Office of Human Resources via email: humanresources@salve.edu. All requests must have the justification provided. Decisions on the requests will be emailed to the department supervisor by an HR representative.

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.
- Forms must be signed by the department supervisor before forwarding to the Office of Human Resources.
- All requests must contain a valid budget number to be charged.
- All requests must contain the number of cards to be ordered.
- 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.

Salve Regina University
Business Card Request Form

Please complete and submit this form (including Department Supervisor signature, authorized budget number and card quantity) to the Office of Human Resources. Upon HR Approval, the form will be submitted to the Office of Design Services for processing. Please be advised that Salve Regina University business cards are standard in design and will reflect the 100 Ochre Point Avenue address.

Please see below list of quantities available and associated cost:

50 cards - $23.10	200 cards - $77.70	600 cards - $170.10
100 cards - $45.50	400 cards - $137.20	800 cards - $226.00
150 cards - $67.20		

Option #1
Personalized Business Card

Name: _____

Title: _____

Department: _____

Phone: _____

Fax: _____

E-mail: _____

Additional information: _____

Option #2
Department Business Card

Department Name: _____

Phone: _____

Fax: _____

Authorized Signatures, Budget Number and Quantity

Department Supervisor:_____

Authorized Budget Number: _____ Card Quantity: _____

Human Resources Representative: _____