

Title: BUSINESS CARDS
Category: Administration: General
Policy No.: B1002
Replaces: 4.3.0.1
Applicability: Employees
Issue Date: January 30, 1980
Amended Date: July 26, 2002
Source(s): Langara Council
Approval: _____
President

1. PURPOSE

To identify the College employees who may be issued business cards and the procedures to be followed to obtain the business cards.

2. DEFINITIONS

Not applicable

3. AUTHORITY

3.1 Related Acts and Regulations

Not applicable

3.2 Related Policies

College Advocacy
College Publications (in process)

4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable

5. POLICY

- 5.1 Business cards will be of uniform design and ordered through the Purchasing Department.
- 5.2 Any regular faculty member or administrator at Langara shall be issued business cards when requested. Non-regular faculty and support staff may be issued business cards at the discretion of the division chair or appropriate administrative supervisor.
- 5.3 The content of the card must be congruent with the Graphic Standards Manual template for business cards, and be current.
- 5.4 The content of the card must be approved by the division chair or the appropriate administrative supervisor, and describe the functional role of the employee at the College.

6. GUIDELINES/STANDARDS

Graphic Standards Manual

7. EXCEPTIONS

8. PROCEDURES

- 8.1 Cards must be ordered using purchase requisitions that have the appropriate signature of approval.
- 8.2 The cost of cards will be charged to each home department

9. INQUIRIES

10. APPENDICES