

Title: Business Card Purchases		
Category: Finance		
Reference Number: Fin 2	Initial Effective Date: 01/01/2020	Last Revision Date:

1) SCOPE

This administrative directive provides guidelines for uniform business card formats to provide a consistent pattern of identification for representatives of the City of Andrews. Requests that fall outside of the guidelines must be pre-approved by the City Manager or his designee.

2) POLICY

Budgeted funds may be used for the purchase of business cards (which must be used solely for conducting City of Andrews related business) under the following conditions:

1. A director may allow for regular, full-time employees to use personalized business cards when there is a real and frequent need for the use of a business card when working with the public;
2. For all other employees, a generic business card will be available for use when occasional need for a business card occurs. Administrative support and clerical employees should distribute their director's business cards or other appropriate department staff cards when needed; and,
3. Business cards will be ordered through the City Secretary's Office to ensure conformity with required formats and best pricing.

3) PROCEDURES

All requests should be submitted to the City Secretary by the director requesting cards for employees in their division and should contain the following information:

1. Style of card to be used as provided by City Secretary;
2. Quantity (250 or 500);
3. Employee name, title, phone and fax number, e-mail/Internet and street/mailling address as they are to appear on the printed cards.

Upon receipt of business cards, the requester should immediately review the cards for accuracy of format, correctness of information requested, and verify the correct quantity. Any problems should be reported to the City Secretary.