

Business Cards Policy

Point-of-Contact: Purchasing Buyer, x2440

- A. Business cards shall be issued for:
1. Executive Council
 2. Director's Council
 3. Lab-wide Division Directors and Department Heads
 - a. Who appear in Director's Office Organizational Chart <http://www-group.slac.stanford.edu/do/org/do.pdf>
 4. Other SLAC staff members where business cards are necessary for conducting SLAC business (e.g., procurement agents)
 - a. These must be requested by division/department head and approved by ALD
 - b. Titles to be approved by ALD
- B. Business Cards Request form
<http://www2.slac.stanford.edu/policy/o-onecategory.asp?CategoryID=11>
- C. Other members of SLAC may print their own business cards but not at Department of Energy's or Stanford University's expense
- a. All business cards representing SLAC or using either SLAC or Stanford University logo must follow the template found at:

without fax number:
<https://www-internal.slac.stanford.edu/com/images/gallery/templates/BusCardFinal.doc>

with fax: number
<https://www-internal.slac.stanford.edu/com/images/gallery/templates/BCardFax.doc>
 - b. Cards (including title) must be pre-approved by department head