

McLennan Community College

POLICIES AND PROCEDURES

Reference:	E-IV	Effective Date	01/12/2021
Subject:	Business Cards		
Source:	President		
Approval Authority:	President	Approval Date	01/12/2021
History:	Previously effective 02/21/2011, replaced policy dated 04/11/2001		
Remarks:			

McLennan Community College shall provide, within budget limitations, business cards for College employees deemed to have need for such cards based on their position and/or frequency of off campus contacts in the conduct of College business.

All business cards are to be obtained from the MCC Copy Center.

Business cards shall be of standard design and quality approved by the President. The use of specially designed cards or cards secured from a source other than the MCC Copy Center is prohibited.