

POLICIES AND PROCEDURES

Subject: Business Cards Reference: E-IV

Source: President Eff. Date: February 21, 2011

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated April 11, 2001.

Date: February 21, 2011

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. Persons authorized to have business cards, without special approval, are administrators and program directors. Other employees having extensive off campus contacts may be authorized to have business cards by the appropriate Vice President.

All business cards are to be obtained from the MCC Marketing and Communication Office through the regular procedure used for obtaining supplies, except that each request for business cards for persons other than administrators and program directors must be approved by the appropriate Vice President.

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 Marketing and Communication Office is prohibited.