

**900.2 Business Cards**

In general, Managers/supervisors with budget responsibility will determine the need for employee business cards within their section of responsibility and will pay for the cost of the cards. Supervisors should consider a shop or section card instead of several individualized business cards.

The layout of all business cards will adhere to university and departmental standards and will be purchased through appropriate departmental processes to insure uniform quality at best prices.

**Form available: Business Card Form**