

POLICY: POL080
TITLE: BUSINESS CARDS AND LETTERHEAD
EFFECTIVE DATE: JANUARY 20 0
UPDATED: **JANUARY 2022**

BUSINESS CARD 6 **AND** / (77(5+('\$'
May be ordered IURP 5:8 V SUHIHUUHG RIILFH VXSSOLHV
6WDSOHV \$Q HPSOR\HH PXVW KDYH DQ 5:8 6WDS
DFFRXQW WR SODFH RUGHUV \$GPLQLVWUDWLYH
HPSOR\HHV ZLWK DQ DFFRXQW Order Head HU EXVLQ
IRU DQRWKHU HPSOR\HH

All business card orders will be routed to Human Resources for approval before being sent to Staples.

To obtain an RWU Staples Advantage account, contact Purchasing Director Kathy Kanterman at kkanterman@rwu.edu.