

Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2006
Division: Human Resources	Reviewed: 2/2010, 1/2016, 3/2019 Revised:	

4.1.11 GT Business Cards

Designated personnel are to receive business cards for the purposes of identification and representation of the college to students, faculty, businesses, other government entities and the public. Business cards shall bear the name, title, mailing address, phone number, fax number and email address noted as appropriate and approved by the human resources department. All information on the Business Card Order Request form must be approved by the employee's immediate supervisor and the human resources department. Business cards will not be ordered without proper approvals. Grant programs will be responsible for the costs associated with purchasing business cards and should prepare a purchase order before sending request to the human resources department. All other business cards will be paid for through human resources. The Business Card Order Request Form can be found on SharePoint under "Human Resources."

Procedure

1. Complete a Business Card Order Request Form, which may be found on Share Point under "Human Resources" and electronically forward it to your supervisor for approval.
2. After the form is completed and signed by your supervisor it should be forwarded to the human resources coordinator.
3. Once received, the office of human resources will review and provide final approval.
4. If the business cards are for employees paid by grant funds, a Purchase Order should be prepared and submitted to the business office prior to submitting the business card order to human resources.
5. Human resources will place the order for the business cards.
6. The business cards, when produced, will be distributed to employees by the shipping and receiving department either to the employee directly or the employee's mailbox.