

STANDARD OPERATING PROCEDURES (SOP) FOR OFFICIAL USU BUSINESS CARDS

1. Purpose. This SOP is issued to provide policy and procedures for the ordering and printing of official USU business cards. It is effective immediately upon issuance. This SOP will be reviewed and revised as necessary.

2. Applicability. The policy and procedures contained in this SOP apply to all USU Federal employees (civilian and military). **Personnel who are not paid federal salaries as either direct hire USU civilians or military personnel, such as HJF, Infused, CACI, etc., may not use USU business cards. Their organization may provide them with business cards of their employer.**

3. General. The President, USU, has determined that business cards are a necessary expense for the conduct of business by those who deal with outside organizations as a part of their mission. As such, appropriated funds may be used to purchase these business cards.

4. Specifications. Attached is the layout for a standard USU business card. This standard will be used for all official business cards. [USU Business Card Specifications](#)

5. Funding for Business Cards.

All requests for orders must be approved by USU department heads prior to placing orders. Department heads must ensure that requests are not for contractors. (see #6 below.)

6. Ordering Business Cards.

A. To place an order of business cards, individuals must complete the business card order form found at: [UMS Business Card Order Form](#). This form must then be submitted by email to graphics@usuhs.edu or hand delivered to UMS Room G070 for ordering.

B. These cards will be printed internally by the UMS providing that the individual meets the criteria stated in paragraph 2 of this document. All cards will be printed in color and conform to the standards and specifications stated in the attached specifications

[USU Business Card Specifications](#) document. To have your cards printed by UMS please complete the [UMS Business Card Order Form](#) and send it to: graphics@usuhs.edu