

## Standard Operating Procedure

Subject: **Business Cards**

Source: Office of Student Life

Issue Date: 08/01/2023

Rationale: To provide guidelines for obtaining departmental business cards.

Process:

1. Complete purchase request [Digital Purchase Order](#).
2. Select IU Document Services as the supplier.
3. Include required information in Purchase Requester Additional Comments section:
  - a. Color – Cream or White
  - b. Quantity – 250 or 500
  - c. Department (Will determine correct lockup)
  - d. Name as you want it to appear
  - e. Pronouns (optional) (be specific)
  - f. Title
  - g. Email
  - h. Phone – work and/or cell
  - i. Fax (optional)
  - j. Mailing Address
  - k. URL (optional)
4. Submitter will receive a proof from a member of the Purchasing Team to verify and approve before production.
5. Once received, please verify information is correct.

Please note: Processing may take up to two weeks.