

**UNIFORMED SERVICES UNIVERSITY OF
THE HEALTH SCIENCES (USU)**

**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, CORBIN, 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. Business cards purchased with appropriated funds must use the Seattle Lighthouse for the Blind.
- 4. Specifications.** Attached are the specifications for a standard USU business card. This standard will be used for all official business cards.
- 5. Funding for Business Cards.**

 - A. USU will centrally fund 250 business cards in FY 06 for individuals who meet the criteria of “necessary expense”. All requests for orders must be approved by USUHS department heads prior to placing orders (see 6A below.)
 - B. If individuals choose to pay for their own business cards, it is highly recommended that they use the Lighthouse for the Blind. This organization has the standard USUHS business card format, and will use it for all orders.
 - C. For individuals who need 50 or fewer business cards per year, these cards will be printed internally by the Audio Visual Center at no charge, providing that the individual meets the criteria stated in paragraph 3 of this document. Individuals who print their own cards are encouraged to coordinate with the Audio Visual Center and follow the specifications located at: <http://www.usuhs.mil/avc/BusinessCardSpecs.pdf>. All cards will be printed in color and conform to the standards and specifications stated in the attached specifications document. To have your cards printed by AVC please complete and send the form at: <http://www.usuhs.mil/avc/buscard.html>.

6. Ordering Business Cards.

A. To place and initial order of 250 business cards, individuals must complete the form found at: <http://www.usuhs.mil/avc/orderform.pdf>. This form must then be submitted to the Audio Visual Center, Room G070 for ordering.

(1) A centralized database will be used to record all orders.

(2) A centralized ordering system will be set up between USU and Lighthouse for the Blind to help expedite all orders.

B. Subsequent reorders over the original 250 will be placed at the Lighthouse for the Blind by the individuals using their department's Government credit card.

C. Individuals who choose to pay for their own cards can place an order from the Lighthouse for the Blind online using their personal credit card,.