

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 VXSSOLHY  
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](mailto:kkanterman@rwu.edu).