



## **OPERATING PROCEDURES — SECTION 500**

NUMBER: **556B**

SUBJECT: BUSINESS CARD REQUEST PROCEDURES

LAST REVIEWED: FEBRUARY 13, 2018; JUNE 20, 2019 NO CHANGES;  
3/27/2023

EXECUTIVE COMMITTEE APPROVAL: FEBRUARY 26, 2018; 4/3/2023

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### **556B.1 INITIAL REQUEST**

1. To request business cards, submit your information via [this form](#).
2. The Copy Center and Human Resources will review all submissions.
3. Human Resources will provide final approval.
4. Business cards are printed once a month, near the last business day of the month. The first print run is 120 cards.

### **556B.2 REPRINTING**

1. For reprinting, email the Copy Center ([copycenter@mtec.edu](mailto:copycenter@mtec.edu)) with the quantity needed.
2. If the request is due to information error or new information, changes must be made by the Copy Center, and approved by Human Resources.

Please contact the Copy Center ([copycenter@mtec.edu](mailto:copycenter@mtec.edu)) with any questions or concerns.