

Policy for Purchasing Business Cards

College of Earth, Ocean, and Atmospheric Sciences, Oregon State University

August 2015

Business cards are an administrative expense and not allowable on grants.

Tenure-track, senior research, instructors, and professional faculty may purchase business cards without prior approval.

Research associates, postdocs, faculty research assistants and classified staff must receive approval from the Dean in order to purchase business cards. To request approval, send an email to the Dean and copy the Business Manager providing justification, for example needed for attending professional meetings, dealings with other scientists, etc.

Business cards may be ordered on-line through the OSU Printing and Mailing Website: <http://oregonstate.edu/admin/printing>. Business cards will be sent via Campus Mail.

Business cards should be ordered either on Index OAS132 or OAS032. Approval, if required as listed above, should be obtained prior to ordering business cards.

Address for most CEOAS business cards:

Name/Title

College of Earth, Ocean, and Atmospheric Sciences

Building Name & Office Number

Corvallis, OR 97331-5503

Phone number & email address