

104 Policy for Purchasing Business Cards

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

January 2018

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 Finance & Accounting Manager, Meaghan Dietz to purchase business cards.

To request approval, send an email to the Finance & Accounting Manager providing justification.

Business cards may be ordered on-line through the OSU Printing and Mailing, business cards will be sent via Campus Mail.

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