

Administrative Procedure for Ordering Business Cards

Please send the person requesting business cards the following;

1) Business Card Template

(Please ask the requestor to send back to you electronically and save the file to your PC as you will need to upload the form into Miscomp.)

2) Business Card Justification Form

(Once received back from the requestor, both employee and supervisor signatures should be on the form. You will need to send this to Division Office for approval).

You will need to obtain the correct project/task number from the requestor.

Once you receive the template and have sent the signed form to Division Office for approval you will need to Create a Req in Miscomp (Miser).

- 1) Please CLONE the following CD Number: **CD101639**
- 2) You will need to update all fields so they relate to your requestors information.
- 3) Please enter the project/task number that they have provided to you.
- 4) You will need to upload the Business Card Template into Miser.
- 5) Once Division Office has obtained signature on the Justification Form, the form will be sent to an employee in the CD Budget Group and they will upload the form as an additional attachment. Or you may upload the form as an additional attachment yourself.

The cost for business cards is \$25.00 for 100 cards.