



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
UNIVERSITY BUSINESS CARDS	March 2005	560.005a

PROCEDURE STATEMENT (R)

The Office of Publications has created one standard, authorized design of University business cards, which are printed by an outside vendor, through a contract with the University. University business cards are available to University employees and faculty members whose University responsibilities require external contacts. Business cards may be purchased with state funds by University Departments through the Duplicating Department.

University Business Cards must:

- Carry the University wordmark or symbol;
- Have the University seal printed in one color;
- Not contain any personal information (home address, telephone number, *etc.*); and
- Be printed in two colors (blue ink PMS 282 and gold ink PMS 871) on white card stock, on one side only.

The President, Vice Presidents and certain independent centers may use non-standard business cards, as approved by the Director of Publications. Orders for non-standard business cards must be placed through the Office of Publications.

Requests for approval of new, non-standard business cards design must be submitted to the Director of Publications for pre-approval prior to ordering.

Exceptions to this procedure must be approved in advance by the President.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of Finance & Administration

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Business Services
Florida International University
11200 S.W. Eighth Street, DC 102
Miami, Florida 33199
Telephone Number: (305) 348-2187

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For any questions or comments, the "Document Details" view for this procedure online provides complete contact information.

***R = Required**

***O = Optional**