





Administrative Policy


Title: Business Cards				
Administered By: Administrative Services (Purchasing)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01300.003	07-10-91 (N/A)	01-03-17		

This Policy had been numbered Policy 300.01. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.01
 Issued: 07-10-91
 Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
BUSINESS CARDS				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
300	.01	July 10, 1991		

POLICY:

All departments are to utilize the official business card format. No modifications or deviations are to be made to any employee business cards without approval of the City Manager.

PROCEDURE:

Department Heads are to keep a list of positions authorized to have business cards. In determining whether or not a position requires business cards, the Department Head should consider the amount of contact the position has with firms and/or persons outside the City structure.

Requests for business cards are to be made through the Purchasing Division of the Finance Department. A requisition is to be prepared (Attachment A) which shows a mock up of what the card will look like when completed. A Stores Issue Slip (Attachment B) should accompany the requisition so the appropriate number of card stock can be pulled for the job.

(2) Attachments

CITY OF CORONA

***** PURCHASE REQUISITION *****

City of Corona
PURCHASE REQUISITION

SUGGESTED VENDOR

BE SPECIFIC AND REALISTIC
ON YOUR DELIVERY DATE REQUEST
Normal Processing

VENDOR			DELIVERY ADDRESS		
ADDRESS			815 West Sixth Street, Corona		
DATE			ROOM NUMBER		QUOTE NO.
6/9/90	DEPARTMENT NO. Management Services		124		
TERMS		DIVISION	VENDOR NO.	REQN. NO.	
ACCOUNT NO. 10.1100.20			VENDOR'S PROM DELIVERY		P.O. NO.

GIVE COMPLETE DESCRIPTION OF MATERIALS OR SERVICES REQUIRED

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
500	Each	CARDS, Business, William P. Workman, Assistant City Manager (See attached sample)		

City of Corona



WILLIAM P. WORKMAN
Assistant City Manager

(714) 736-2376
FAX (714) 736-2493

815 West Sixth Street Corona, California 91720

ORIGINATOR Katie
PHONE NO. 372

I hereby certify the above
essential to the operation
of this Department and that
budgeted funds are available

SUB TOTAL		
TAX		
TOTAL		

DEPARTMENT HEAD

CITY OF COR *C* STORES ISSUE SLIP *C*

WHITE - STORES MONTHLY
 CANARY - ACCOUNTING MONTHLY
 PINK - DEPARTMENT MONTHLY
 GOLDENROD - DEPT. RECEIPT

DATE		DEPARTMENT			DIVISION		NUMBER	
6/13/90		Management Services					12231	
QUANTITY	UNIT	CL.	STOCK NO.	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	AMOUNT	
2	Books	D	010	Business Cards	10.1100.20	7.98	15.96	
				William P Workman				

TOTAL 15.96

I HEREBY CERTIFY THE ABOVE IS ESSENTIAL TO THE OPERATION OF THIS DEPT. AND THAT BUDGETED FUNDS ARE AVAILABLE.

AUTHORIZED SIGNATURE

RECEIVED BY

BHD

ISSUED BY

S Stator