

POLICY: POL080

TITLE: BUSINESS CARDS AND LETTERHEAD

EFFECTIVE DATE: JANUARY 2020

UPDATED: JANUARY 2022

BUSINESS CARDS AND LETTERHEAD

May be ordered from RWU's preferred office supplies vendor Staples. An employee must have an RWU Staples Advantage account to place orders. Administrative Assistants or other employees with an account may order business cards or letterhead for another employee.

All business card orders will be routed to Human Resources for approval before being sent to Staples.

To obtain an RWU Staples Advantage account, contact Purchasing Director Kathy Kanterman at kkanterman@rwu.edu.