

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER B-2

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| REFERENCE: | TOPIC: Business Cards for LACCD Personnel: Authorization for Requisition and Use |
| ISSUE DATE: October 1, 1977 | INITIATED BY: Business Services |
| CHANGES: Sections 1, 2 & 3 | DATE OF CHANGES: November 17, 1999 |

1. Business cards may be provided to and used by LACCD personnel within the appropriate and established guidelines and procedures developed by a college and/or District Office.
2. Procedures for the processing of request for business cards are to be established by the colleges and District Office. Approval by the College President (or designee) for campus personnel or the Chancellor (or designee) for District Office personnel must be obtained prior to initiating of a purchase.
3. The business card format must be in conformance within the following general District informational format:

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| Agency Name: | Los Angeles Community College District |
| Institution/Location Name: | College Name or District Office Location |
| Institution/Location Address: | |
| Employee Name: | |
| Employee Title: | |

The use of District or college logos is acceptable. The design format of the business cards is to be determined by the college or District Office.

4. The President or Vice Chancellor is responsible for ensuring that the employees at their respective locations are knowledgeable as to the limits of representation and authority to bind the District.