

Business Card Printing Authorization Form Procedure

1. Employees who wish to have a Ramapo College business card printed are required to complete the Business Card Printing Authorization Form (BCPA) and obtain the required signatures for approval.
 - 2a. **AFT Faculty & Professional Staff** - After Unit and Division Head approval, the Director of Employee Relations or designee submits the form to Communications and Public Affairs for printing.
 - 2b. **Managers, CWA, IFPTE & P/T Non-AFT (Graduate Assistants, Coaches, etc.)** - After Unit and Division Head approval, the Director of Human Resources submits form to Communications and Public Affairs for printing.