



CAMPUS SOLUTIONS

Business Card Approval Form

Business Cards Policies

In accordance with APM A8.265, employees who are required to have business cards may obtain them with the prior approval from their department leadership. To proceed with the printing of your UH business cards, the Vice President, Chancellor, Provost, Dean or Director must submit their written approval or complete this Business Card Approval Form to Campus Solutions stating the employee's name and official title.

I give permission to Campus Solutions to print official University of Hawai'i business cards for:

Employee's name: _____

Employee's position: _____

Department leadership use only:

Approved

Name: _____

Title: _____

Department: _____

Campus: _____

Email address: _____

Signature: _____ Date: _____