



BUSINESS CARD ORDERING PROCEDURES FOR LAWA

Business Card Order Requirements

Business Cards may be ordered for employees (regardless of civil service classification) that possess a business necessity for such cards. Business necessity occurs when an employee interfaces on a frequent or recurring basis with members of the public, vendors, tenants and/or governmental agencies. Interfacing with other LAWA employees does not present a business necessity, and therefore, does not justify the ordering of business cards.

Requests for the purchase of business cards must be approved by the Division Manager. It is recommended that employees use their Civil Service Classification as their title. Functional titles may be used with the approval of the Division Manager. Division Managers are advised to use caution when approving the use of functional titles.

Business Card Ordering Procedure

Prepare a memo, addressed to the Strategic Sourcing Division, signed by your Division Manager that includes the following information:

- Employee Name and Civil Service Title for each person requesting cards
- Quantity of Boxed Business Cards (Each box includes 200 business cards)
- Division Cost Center Number
- Division Contact Name
- Include a photocopy of a sample card with legible changes, if one is available or use the following format:
 - Name
 - Title
 - Division
 - Telephone
 - Fax
 - Web
 - Physical Address
 - Mailing Address
 - Email

Send your memo to the Strategic Sourcing Division, attention Business Card Coordinator, Ms. Patricia Jimenez
Requests can be sent via:

- Email: PJIMENEZ@lawa.org
- Gray-mail: Strategic Sourcing Division– 7301 World Way West, 4th Fl.

Requestors will receive an email notification from LAWA Warehouse personnel, when business cards are ready for pick-up. Please do not contact GSD directly.

Upon receipt of the business cards from the warehouse, and your invoice from accounting, please have your field receiver post a service entry sheet in SAP (function ML81N) against the current IDO number, (4500XXXXXX) using **YOUR division's cost center and G/L numbers** and insert the exact dollar amount from the invoice into the amount field.

Close out the invoice using Vendor Invoice Management (VIM) by inserting the IDO number and Good Receipt material number on the invoice. Follow normal close-out procedures.