

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 116
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		ORIGINAL: January 2003 LAST REVISED: May 2022 REVISION DATE: November 2023
TITLE: Requisition Processing Business Cards/Envelopes/Letterhead		

I. Purpose

The purpose of this guideline is to define a procedure for ordering business cards, envelopes and letterhead.

II. Scope

This procedure applies to all employees involved in the procurement of materials, supplies, and services.

III. Procedure

BUSINESS CARDS/ENVELOPES/LETTERHEAD

Most stationery needs can be obtained through the SUNY System’s Shared Services Initiative with Alfred State College and can be ordered online. The link to the Alfred State website is: <http://v2.printsys.net>. The University has a mandatory pre-approved style for all business cards, letterhead, and envelopes. All print items are approved by the Design Team in the Marketing and Communications Department. If you have any questions, call the Design Team at extension 3323. For all other requests, please complete the [Design Request Form](#).

ENVELOPES

Bulk purchase of envelopes (*10,000 pieces and up*) should be ordered from the State Contract for best pricing and not through our partnership with Alfred State College. All departments should contact the Design Team at extension 3323 for approved art work. Contact Purchasing at extension 3438 to receive a quote or if you have any questions as the contract has many envelope options. And finally entered into FredMart via the Trademarks form, noting **44121505** as the commodity code.

Offline Orders

When requesting an offline order to Alfred as directed from the Design Team, please forward to Accounting a completed paper requisition noting “JT” (for journal transfer) at the top in red ink.