

PURPOSE

Official business cards are available for Michigan Department of Health and Human Services (MDHHS) employees and contractors as deemed necessary by management.

POLICY

Forms, Mail and Records Mgmt. (FMRM) design business cards to the strict specifications (fonts, inks, and format) specified in the [Administrative Guide to State Government Procedure 0330.05](#). Any exceptions to the specifications must be approved in writing by the director of the Department of Technology, Management and Budget (DTMB) or his/her designee. The exhibit in this item is a sample of the approved format.

In addition to DTMB specifications, FMRM has numerous department standards in effort to make cards consistent.

PROCEDURE

To request business cards, complete DHS-104-BC, Business Card Requisition, available in the MDHHS Forms Library. Cards for numerous employees can be submitted on the same form if payment coding and ship to locations are the same. The DHS-104-BC must be **signed/approved** by a county/office director (requests without proper approval will be rejected). Order quantities are limited to 200 cards per employee.

Exception: Employees in direct contact with customers daily may order 500 cards. This includes:


- Children's services workers/specialists.
- Adult services workers/specialists.
- Independent living providers/specialists.
- MDHHS executive staff.
- Department consultants.
- Medical services administration (MSA) site visit technicians.

Business cards cannot be ordered by employees or contractors through the DTMB Printing Services Online Order System or be designed/printed within an office.

CONTACT

Questions, contact FMRM at 517-373-7837.

EXHIBIT

	STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES COUNTY/OFFICE NAME
FIRST & LAST NAME, Credentials (if any) TITLE	
OFFICE BUILDING NAME (if any) STREET ADDRESS PO BOX NUMBER CITY, MI XXXXX	OFFICE: XXX-XXX-XXXX CELL: XXX-XXX-XXXX FAX: XXX-XXX-XXXX E-MAIL: xxxxxxxx@michigan.gov www.michigan.gov/mdhhs