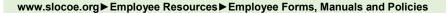
## **Business Services Procedures**

EDUCATE ~ COLLABORATE ~ SERVE





## **SLOCOE** Letterhead & Business Cards

Stationery and business cards with the SLOCOE logo are available by online order with an open purchase order at <a href="www.proforma.com/slocoe">www.proforma.com/slocoe</a> Log in with your SLOCOE email address and password. If you do not have a log-on account, contact SLOCOE's Buyer at 782-7218. Click on the icon for stationery and business cards. Business cards may be set up and previewed on the website.

Prices are indicated on the webpage for each item, and calculated for specific quantities upon checkout. Please be sure to have an open purchase order ready for checkout.

**NOTE**: Business Services maintains a supply of letterhead and envelopes in the main office work room. Some departments may wish to order and maintain their own supply for staff in locations away from the main office.