



## How Do I Order OIG Business Cards?

### Who is eligible for OIG business cards?

OIG employees who conduct official business with outside organizations may receive OIG business cards.

### Who can approve my request to order business cards?

The Deputy IG, AIGs, Deputy AIGs, Counsel, Special Agents in Charge, and Audit Directors may approve requests. Purchase card holders can place orders only after ensuring that employees have received approval.

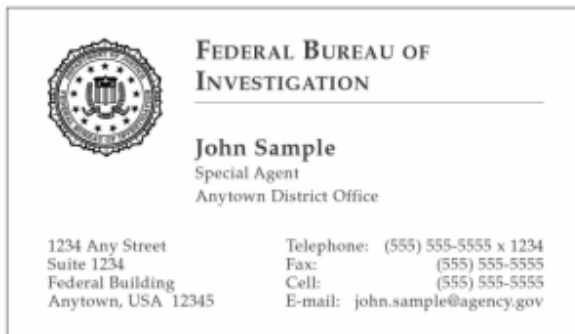
### Can I order business cards from any vendor and get reimbursed?

No. In line with the Federal Acquisition Regulations ([FAR Part 8, "Required Sources of Supply"](#)) and Bureau of Public Debt website (<http://arc.publicdebt.treas.gov/DWP/fs/fscredcard.htm#sources>) guidance, the OIG will only pay for cards purchased from "The Lighthouse for the Blind, Inc."

### How do I order my business cards from the Lighthouse for the Blind?

Eventually you will be able to order them online. However, for now, complete the form on the next page and ask your office purchase card holder to fax or email it to (206) 322-4419 or [order@seattlelh.org](mailto:order@seattlelh.org).

To control costs and simplify the purchasing process, the form on the next page lists the only format authorized for OIG purchase (Style A, BC0105, standard black ink, printed non-foil OIG seal, 80 lb bright white paper). See the vendor's sample below.



### If I have a question about this policy directive, whom can I contact?

For questions about this policy, please contact the Office of Management at (202) 927-5200 or [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).

**LIGHTHOUSE FOR THE BLIND, INC., BUSINESS CARD ORDER FORM**

<b>Contact Name:</b>	<b>Telephone:</b>	<b>Date:</b>
<b>Fax:</b>	<b>Email:</b>	
<b>Name of Agency:</b>		
<b>Shipping Address:</b> (Orders shipped US Postal Priority Mail)		

**Payment Method**

**Multiple Cards Summary:** Use the summary below to indicate the total number of Business Card sets for this order.

Page \_\_\_\_ of \_\_\_\_

Credit Card Number	Expiration Date
Print Cardholder Name:	
Signature of Cardholder	
Check/Money Order #	
Purchase Order # (Minimum order value \$50)	
Billing Address (\$50 minimum)	

Sample: 3	Sample: BC0105	Sample: Black	Sample A	Sample: \$22.43	Sample: \$67.29
QTY	Item No.	Color Choice	Style Choice	Unit Cost	Total Cost
	BC0105	Black	A	22.43	
<b>Total Names</b>				<b>Order Total:</b>	

**Type or Print Information AS IT SHOULD APPEAR ON CARD.**

Treasury Office of Inspector General	
Seal to appear on card	
Agency Heading:	Office of Inspector General
Subheading (if any):	Department of the Treasury
Name:	***INSERT YOUR NAME ***
Title or other designation:	***INSERT YOUR TITLE ***
Division, Branch, Office, etc:	***INSERT OFFICE NAME***

**Single Order Summary – See Style Sheet for Details.**

Style Selection (A, B, C, D, E):	<u>    A    </u>	If no selection is made, cards will be printed inblack, in qty of 250, style A. Customers are responsible to ensure business card requests meet agency standards. * Set up fees may apply
No. of Sides (1 or 2):	<u>    1    </u>	
Logo Type (*Foil or Printed):	<u>  Printed  </u>	
Color (Blue or Black):	<u>  Black  </u>	
Quantity (this name):	<input type="checkbox"/> 250 <input checked="" type="checkbox"/> 500 <input type="checkbox"/> 1000	
Item #:	<u>  BC0105  </u>	
Cost:	<u>  \$22.43  </u>	

Address Line 1:	740 15th Street, NW	Telephone:	***INSERT HERE***
Address Line 2:	Suite ***INSERT HERE***	Fax:	***INSERT HERE***
Address Line 3:	***INSERT CITY, STATE, ZIP***	Email:	***INSERT HERE***
Address Line 4:		**Other (specify)	***INSERT HERE***

**NOTE: Please preview order forms before submission.** Correction requests will be at full cost to the customer if due to unclear orders or errors made on order form. We will honor all replacement requests due to errors on our part if notified within 30 days of shipment. All email addresses are set using lower case. URL's set to homepage only. Cancelled orders are subject to charge.