

## Standard Operating Procedure

Subject: **Name Tags**

Source: Office of Student Life

Issue Date: 08/01/2023

Rationale: To provide guidelines for obtaining departmental name tags.

Process:

1. Complete purchase request [Digital Purchase Order](#).
2. Select Name Tag Wizard as the supplier.
3. Required information:
  - a.** Department (Will determine correct lockup)
  - b.** Name as you want it to appear
  - c.** Pronouns (optional) (be specific)
  - d.** Title
4. Once received, please verify information is correct.

Please note: Processing may take up to four weeks.