

Did You Know? Nametags, Line Memos and Tissues

1. Nametag Ordering from Smile

All nametags shall be ordered through Smile. Below you will find the ordering instructions, contact information & template for nametag purchases from Smile:

(Contract Info: E&I Contract#CR001394)

Name tags identify college personnel on or off campus. In order to produce, review the following:

- a. Contact Smile to produce your name tags and request a quote.
- b. Email Smile the **name tag template** provided below, along with the list of names and their corresponding details.
- c. Request a proof from Smile. Once you've reviewed and confirmed that everything is accurate, you may approve the order and proceed with your purchase. There is no need to contact Marcom for commodity approval when purchasing name tags from Smile (other items will require a commodity approval from Marcom).
- d. Complete your purchase via P-Card or requisition.

If you have questions regarding the purchasing process, please contact **purchasing2@csn.edu** for further assistance.

Vendor information:

Smile Promotions

Rula Hanania ghanania@smilepromotions.com (812) 307-4683

Stella Brock sbrock@smilepromotions.com (812) 307-4684

Name Tag Style Sheet

COLLEGE LOGO

College of Southern Nevada
Horizontal logo

TAG BACKGROUND

Color: Brushed Metal



ADDITIONAL ELEMENTS

Only the approved elements listed here may be included on CSN name tags.
Pronouns and other unlisted additions are not permitted.

2. Memo Explanations

When reconciling transactions in Workday, please be sure to include a **description of what was purchased in the memo line**. If the transaction is out of the ordinary, please provide a brief statement noting the **business purpose** of the purchase in the memo line. Every transaction should have an identifiable business purpose for the use and benefit of the College. Attached is a chart with examples of acceptable and unacceptable memos. If the P-Card team finds a memo to be inadequate, the transaction will be sent back for revision.

What was purchased	Unacceptable Memo	Acceptable Memo
Duct sealant, 10-5/16 X ¾ Hex Washer, 1/4" screws	WO-422167	Duct sealant, screws, washers, for WO-422167
Mushrooms, Lysol wipes, hand sanitizer	Groceries	Groceries and cleaning supplies for (culinary program, biology, ECE, etc.)
Party banner, foil fringe curtains background, tablecloths, party hats 100 ct.	Loteria Event	Event decorations (curtains, banners, tablecloths, party hats) for Loteria event
Gloves, saline, masks, microscope slides	For microbiology	Gloves, masks, saline, microscope slides for microbiology
CSN T-shirt with logo from the bookstore	Uniform	Uniform for employee John Doe

3. Facial Tissue/Kleenex and Personal Purchases

Items for personal use, like break room amenities or tissues, should not be purchased using the P-Card. Please reference the P-Card manual, VI. section G, Restrictions:

Facial Tissue/Kleenex purchases are only allowable if they are used in **public areas**.

Tissue purchases should also be reconciled to a **non-state account**. When reconciling transactions with tissues, please be sure to make note of the areas the tissues will be placed/used in the memo line.

Items for Personal Use – Under no exceptions should a Cardholder use the P-Card for personal use purchases or payments for personal services. Any employee who makes these unauthorized purchases with the P-Card will be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. In addition, the Cardholder must complete and obtain required signatures on the *P-Card - Personal Purchase Affidavit* form found in the *Forms and Links* section on the P-Card website