# USE OF UNIVERSITY STATIONARY B092

11/01/2006

## PURPOSE

To state the University's position on the unauthorized use of official University stationery.

## DEFINITIONS

| Official University Stationary | Letterheads, brochures, business cards, envelopes, and other materials officially adopted to represent the University. |

## POLICY

Official University stationery is not to be used for non-University activities, unless authorized by the President or the appropriate Vice President. Examples of non-university usage that must be approved include, but are not limited to, personal, political, solicitation activities or conflicts of interest.