USE OF UNIVERSITY STATIONARY A030

11/01/2006

PURPOSE

To state the University's position on the 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.