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.