

Oklahoma State University Policy and Procedures

PRINTING AND USE OF UNIVERSITY STATIONERY

**1-0110
GENERAL UNIVERSITY
MARCH 5, 1971**

INTRODUCTION AND GENERAL STATEMENT

1.01 At the December 17, 1970, meeting of the Academic Council a policy statement was approved for the use of University letterhead stationery.

PURPOSE AND SCOPE

2.01 The purpose of this policy is to eliminate those problems caused by the diversity of letterheads, while establishing uniform letterhead information.

UNIVERSITY POLICY AND STATE LAW

3.01 University stationery shall be used only for that correspondence which contributes to the University mission. Use of University stationery for commercial, political, or non-related University purposes is not permitted.

3.02 Responsibility for the design and production of University stationery has been placed with the Division of Public Information. To ensure quality and design standards, stationery items will be printed only by the Department of Publishing and Printing. Purchase orders or transfers of funds for the purpose of procuring stationery from other sources will not be approved for payment.

3.03 Information to be printed on University stationery is limited to (1) the name of the University, (2) the name of the using agency, (3) the appropriate telephone number, including area code, (4) building and room number, (5) the name of the city, state, and the ZIP code, and (6) the University logotype. The printing of individuals' names on University stationery is not permitted, nor is the addition of other marks, designs, slogans, credits or other additional information.

3.04 Only the following items will be included on University envelopes: (1) the University logotype, (2) the name of the University, (3) the name of the using agency, (4) town, state, and ZIP code, and (5) the approved account number to which the postage is to be charged.

PROCEDURES

4.01 Initial stationery orders are to be submitted to the Division of Public Information. The using agency may choose from any of three currently approved designs and the Division of Public Information will convey the order to the Publishing and Printing Department.

4.02 Repeat orders involving no changes in information or design, may be placed directly to the Publishing and Printing Department.