[Reviewed with no changes: April 8, 2014]

Angelo State University
Operating Policy and Procedure

OP 26.09: **Printing of Letterhead, Stationery and Forms**

DATE: April 8, 2014

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to outline guidelines for the consistent and professional printing of letterhead, stationery and forms.

REVIEW: This OP will be reviewed by March 1 of every even-numbered year by the Office of Communications and Marketing with recommendations for revisions presented to the president by April 1.

POLICY/PROCEDURE

The university has developed standardized formats for university letterhead, stationery and, where appropriate, forms. The formats utilize the ASU logo and appropriate departmental information. The options may be printed in black or in blue-and-gold as outlined for both letterhead and envelopes in the University's Publication Guidelines available through the Communications and Marketing Office. All stationery and business envelopes must be printed at the university Print Shop rather than at other printers or on office printers. In addition to standard return address information, matching envelopes may also be printed with an ASU account number for billing.

A university office, department or division may list its name, telephone number, fax number, box number, Web address and e-mail address on university letterhead, but no person's name or individual e-mail address will be printed on university letterhead except for faculty members holding endowed professorships or chairs who are authorized to include their name and the designation of the professorship or chair on university stationery. The phrases "Member, Texas Tech University System" and "Equal Opportunity Employer" will be included on all university stationery.

Exceptions to this policy must be authorized by the president.

Only offices, departments, or divisions of the university which are designated on the Organization Chart of the university are authorized to use university stationery. At the discretion of the appropriate administrative officer, units or programs within offices, departments or divisions of the university may be listed on stationery in addition to but not in place of the supervising office, department or division. No exceptions to this policy are permitted unless otherwise authorized in writing by the President's Office. The Angelo State University Faculty Senate, Staff Senate and the Student Association have been authorized to print stationery for their respective organizations using special designs approved by the university through the Office of Communications and Marketing.