



Angelo State University
Operating Policy and Procedure

OP 26.02: Approval of Advertising

DATE: June 15, 2009

PURPOSE: The purpose of this Operating Policy and Procedure (OP) is to designate approval procedures for university advertising.

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

POLICY/PROCEDURE

All advertising (other than for recruitment of personnel) placed on behalf of the university in any publication or electronic medium and paid for from university funds must be approved by the Office of Communications and Marketing before being processed by the Purchasing Office.