

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Printing and Use of University Stationery	1-006 ADMINISTRATIVE July 2009
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POLICY

- 1.01 Oklahoma State University Institute of Technology stationery will be used only for correspondence which contributes to the University mission. Use of University stationery for commercial, political or non-University purposes is not permitted.
- 1.02 Information printed on University stationery is limited to:
- name of the University,
 - name of the department/unit
 - appropriate telephone and fax numbers, including area code,
 - building and room number,
 - name of the city, state and zip code,
 - University Web address, and
 - 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.

- 1.03 Only the following items will be included on University envelopes:
- University logotype,
 - name of the University,
 - name of the department/unit, and
 - town, state and zip code.

PROCEDURE

- 2.01 Stationery and business card orders must conform to the University Graphics Guide and be submitted to Campus Printing Services.

Approved: August 1996
Revised: October 2006
Revised: July 2009