

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

<b>Advertising</b>	<b>1-020 ADMINISTRATIVE July 2009</b>
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POLICY

- 1.01 Oklahoma State University Institute of Technology purchases advertising when appropriate to further the mission of the institution.
- 1.02 Advertising expenses will be borne by the operational unit incurring the cost.

PROCEDURES

- 2.01 Classified ads for the purpose of seeking applicants for continuing positions will be coordinated through Oklahoma State University Institute of Technology's Office of Human Resources.
- 2.02 Advertising for institutional purposes related to program-specific advertising, institutional marketing or specific campus events will be coordinated through the Office of Marketing and Communication.

Revised: August 1996  
Revised: March 2008  
Revised: July 2009