

STATIONERY AND LETTERHEAD

Policy ES-01

PURPOSE

Only elected officials may choose to have personal letterhead. It is not appropriate for non-elected state employees or appointed state employees to have "personal" (specific person's name) names on agency stationery/letterhead or envelopes.

POLICY REQUIREMENTS

The Bureau of Administration will not allow non-elected state employees or appointed state employees to purchase or duplicate orders for letterhead stationery or envelopes that contain a specific person's name on the letterhead or envelopes; this does not preclude personal names that are programmed into printers. The remainder of the layout of the letterhead/envelopes is an internal policy and each department may choose their design.

POLICY INDEX

Scope:	Statewide
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Office of Primary Responsibility:	Bureau of Administration

REVISION LOG