



Title: Use of University Stationery Policy	Policy Category: Communications & Marketing
Issuing Authority: Communications & Marketing	Responsibility: Communications & Marketing
Publication Date: 11/14/2022	Next Review Date: 11/14/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

None

Policy:

The use of University stationery is strictly limited to official University business. Using University stationery to conduct personal or non-agency business is prohibited. University employees must exercise care to separate their official and personal activities in order to avoid potential conflicts of interest, as well as the appearance of such conflicts. Furthermore:

- Official University stationery has been designed and proportioned for consistency and should be ordered from the campus stationery vendor.
- Under no circumstances should individual departments create their own stationery.
- No graphic images or other logos should be used on official stationery without approval from the Vice President for Marketing and Communications.
- Improper use of University stationery should be reported to the Vice President for Marketing and Communications.

Definitions:

None

Contact:

Additional information about this policy is available here:

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Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

None