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**OFFICE OF THE CHANCELLOR**  
**University of New Orleans**

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Administrative Policy & Procedure  
AP - 47.2  
Effective Date: 5/23/83

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**SUBJECT:** University Stationery

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**PURPOSE**

To establish policy governing the design, procurement and use of official University stationery in order to insure that a consistent University image is presented and maintained.

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**DEFINITIONS**

University Stationery is any item of stationary bearing the name of the University, the seal, the logo, or any such identifying symbol, printed or embossed, that is used for official University business.

Campus Correspondence is that stationary designated for internal memoranda within the UNO or LSU System community.

Letterhead is stationary featuring the University's name, return mailing address, telephone number and other identifying embellishments, which is routinely used for external correspondence, or correspondence with agencies or individuals outside the LSU System.

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**GENERAL POLICY**

All written external correspondence will be on official letterhead. Internal correspondence will normally be on approved campus correspondence stationary, although the use of letterhead is permissible. Only those stationary designs approved by the Chancellor will be printed by University Printing Services,

which will be the sole source of University stationary procurement.

Letterhead, second sheets, business envelopes, and business cards will be white stock of specified texture and weight. Specifications will be approved by the Chancellor. Only black ink will be used in the printing of University stationary items.

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## **AUTHORITY**

This AP is issued in accordance with Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

Superseded: This document supersedes Chancellor's Memoranda (CM) 10, which is hereby rescinded.

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## **PROCEDURE**

Existing stocks of University stationary will be used until they are exhausted.

Orders for new stationary supplies will be submitted directly to University Printing Services.

Samples of currently approved University stationary items will be distributed by the Office of the Chancellor when they are available.

Those few departments that previously have received approval for a unique design must submit samples of stationary currently in use to the Chancellor, who will consider renewing approval with possible modifications.

University Printing Services will be the source of information relative to available options (for some items), costs, minimum orders, and timelines.

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Cooper R. Mackin  
Acting Chancellor

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