



THE UNIVERSITY of  
NEW ORLEANS

<b>Policy No:</b>	<b>AP-OP-20.2</b>
<b>TITLE:</b>	<b>University Stationery</b>
<b>EFFECTIVE DATE:</b>	<b>March 14, 2014*</b> <b>(*Policy Revised, see below)</b>
<b>CANCELLATION:</b>	
<b>ADMINISTERED BY:</b>	<b>Office of the President</b>
<b>REVIEW DATE:</b>	<b>Fall 2023</b>

#### **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.

#### **AUTHORITY**

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

#### **DEFINITIONS**

University Stationery is any item of stationery 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 stationery designated for internal memoranda within the UNO or UL System community.

Letterhead is stationery 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 UL System.

#### **GENERAL POLICY**

All written external correspondence will be on official letterhead. Internal correspondence will normally be on approved campus correspondence stationery, although the use of letterhead is permissible. Only those stationery designs approved by the University Marketing Office shall be printed by approved printing sources.

#### **PROCEDURE**

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

Orders for new stationery supplies will be submitted directly to the University Marketing Office. This office will be the source of information relative to available options (for some items), costs, minimum orders, and timelines.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:  
Revisions 7/12/2016*