

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Printing on University Stationery

**Regulation and Procedure
Number: URP: 01.400**

Policy Owner: Marketing and Communication

POLICY STATEMENT

None

APPLICABILITY

This policy is applicable to TWU Employees.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. Printing on University Stationery
 - A. University printing services is authorized to only print official University stationery items which follow the design and specifications established by the Office of Marketing and Communication and approved by the executive administration.
 - B. University stationery includes letterhead, envelopes, business cards, memorandum sheets (when mailed off-campus), mailing labels, and related items when used to represent Texas Woman's University to the public.
 - C. Requests for items not presently included in design examples, or for unique needs of a component or individual, must be approved by the Office of Marketing and Communication before printing.
 - D. Cooperation by all units and personnel of the University in following this policy is requested to ensure that a consistent and uniform graphic image is presented to the public.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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