

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 2	General Policies and Procedures	Effective:	October 2000
Section 2.1	Official Publications	Revised:	December 2008
<b>Policy 2.1.4</b>	<b>Official Stationery and Business Cards</b>	Responsibility:	Chief of Staff/Chief Communications Officer

# OFFICIAL STATIONERY AND BUSINESS CARDS

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## Policy

The Executive Committee approves the design of the official stationery to be used throughout the University. Stationery of the Health Science Center shall be used for official business only and its use for personal correspondence is prohibited. The University of Texas Health Science Center at San Antonio institutional logo, in full color, is used on stationery and business cards. The use of any other logo or seal on stationery or business cards is prohibited except as follows:

1. The use of the University seal is reserved for some stationery items for the Office of the President.
2. For selected note cards, announcements or invitations, the use of a School seal is reserved for the Office of the Dean of the School.

Printing Services maintains the approved templates, aligned with the University's branding initiative, for all University stationery. University stationery includes letterhead, business cards, envelopes, note cards and other business papers.

Any changes to the approved stationery design templates must be approved by the Office of External Affairs (567-3080).

This policy is also intended to authorize the purchase of stationery (to include letterhead, business cards, envelopes, etc.) from state-budgeted funds. All official stationery must be purchased from Printing Services. All Health Science Center employees must use stationery that is aligned with the approved formats of the University's branding initiative. Requests for new, edited or re-print stationery services should be submitted using a [Printing Services Service Request Authorization Form](#).

Additional information regarding printing may be obtained by visiting our website at: <http://oerweb.uthscsa.edu/printing/index.asp>. For information on the University's branding program go to <http://www.uthscsa.edu/op/styleguide/>.

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