POLICY

1.01 OSU Institute of Technology (OSUIT) stationery will be used only for correspondence which contributes to the university mission. Use of university stationery for commercial, political or non-university purposes is not permitted.

1.02 Information printed on university stationery is limited to:
   - name of the university
   - name of the department/unit
   - appropriate telephone and fax numbers, including area code
   - building and room number
   - name of the city, state and zip code
   - university web address
   - university logotype

   The printing of individuals' names on university stationery is not permitted, nor is the addition of other marks, designs, slogans, credits or other additional information.

1.03 Only the following items will be included on university envelopes:
   - university logotype
   - name of the university
   - name of the department/unit
   - town, state and zip code

PROCEDURES

2.01 Stationery and business card orders must conform to the university’s visual standards style guide and be submitted to Campus Printing Services.

2.02 The university’s visual standards style guide is available through the Office of Marketing & Communications.