

# STOCKTON UNIVERSITY



## PROCEDURE

### Stationery and Business Cards

Procedure Administrator: Executive Director of University Relations & Marketing  
Authority: N.J.S.A. 8A:64-8  
Effective Date: May 8, 2013; January 13, 2020  
Procedure File Number: 1106  
Approved By: Harvey Kesselman, President

The design of the University stationery and University business cards will not be changed without the prior approval of the President or the Executive Vice President and Chief of Staff. Current stationery can be viewed in the [University Brand Guide](#).

Administrative and academic departments and centers that have been approved by the Office of the President may use official University stationery.

Unless approved by The Office of the President, students and student groups, with the exception of Student Senate, are not permitted to use official University stationery.

Official University business cards for faculty and staff shall comply with the University's standard style and form and are available in two versions as set forth on [University Brand Guide](#).

#### Review History:

	Date
Executive Director of University Relations & Marketing	12/19/2019
General Counsel	12/20/2019
Cabinet	01/09/2020
President	01/13/2020