
**California State University, California Maritime Academy
California Maritime Academy Foundation, Inc.**

VOLUME: Policy
NUMBER: UA-05-003

TITLE: Letterhead Stationery
DIVISION: University Advancement
DEPARTMENT: University Wide

- I. Purpose
 - A. This policy establishes the official use of the California State University Maritime Academy's (CSUM) letterhead stationery.

- II. Scope
 - A. This policy applies to all administrators, faculty, students and other stakeholders including external organizations.

- III. Accountability
 - A. The Director for Public Affairs and Communications (PAC) is responsible for ensuring adherence to this policy.

- IV. Policy
 - A. The CSUM letterhead stationery is authorized for official business only. Letterhead stationery may not be used by individual faculty, staff or students for expressing personal views, opinions or findings. Correspondence by auxiliary or organizations such as the Associated Students California Maritime Academy (ASCMA) and the California Maritime Academy Foundation (CMAF), or by student, faculty or staff organizations which cannot be classified as official state business must be conducted as non-state expense. Such organizations may arrange to purchase letterhead stationery of their own design to be used for the conduct of non-state business, provided that the total cost of such stationery is met by non-state funds.

HISTORY: NOVEMBER 2011
REVISION: MARCH 2012