OFFICIAL STATIONERY AND BUSINESS CARDS

Policy

The Executive Committee approves the design of the official stationery to be used throughout the Health Science Center. 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. In addition, the logos of UT Medicine San Antonio, the CTRC and UT Kids are also utilized on stationery and business cards as they represent segments of the School of Medicine’s clinical practice. 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.

UT Print maintains the approved templates, aligned with the University's branding initiative, for all University, UT Medicine San Antonio, and CTRC and UT Kids 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 Communications (567-0729).

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 UT Print. All Health Science Center, UT Medicine San Antonio, CTRC and UT Kids 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 of UT Print.

Additional information regarding printing may be obtained by visiting the website at http://ims.uthscsa.edu/services_solutions/print.aspx.
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For information on the University’s branding program go to [http://www.uthscsa.edu/op/styleguide/](http://www.uthscsa.edu/op/styleguide/).