
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 opinions or for non-business purposes. Letterhead stationery may be used for official business, provided that the total cost of such stationery is met by non-state funds.

HISTORY: NOVEMBER 2011
REVISION: MARCH 2012