

**INSTITUTIONAL POLICY: GA-21**

**CATEGORY:** General Administration

**SUBJECT:** Use of College Name and Stationery

**EFFECTIVE DATE:** February 1, 1990

---

WVSOM does not permit the use of its name or stationery for any unofficial purpose nor does it permit their use for personal gain. When representing the school in an official capacity, employees will use the name of the school and its stationery for official correspondences with outside individuals, organizations and agencies.

Official stationery shall not be used for interdepartmental correspondence or memos.