



BALDWIN COUNTY COMMISSION

POLICY #2.5	
Subject	County Commission and Department Head Letterhead Stationery
Date Adopted	February 19, 2008
Agenda Item	Minutes Page 26
Obsolete Versions	April 6, 1993 Minutes Book 13, pg. 143-144 <i>(Commission Letterhead)</i> February 7, 1995 Minutes Book 16, pg. 14 <i>(Department Letterhead)</i> December 21, 2004 Minutes Book 37, pg. 90-91 <i>(Commission Letterhead)</i> <i>*Combined "Commission Letterhead" and "Department Letterhead" policies.</i>

POLICY STATEMENT

The use of County Commission letterhead stationery, listing all four County Commissioners is prohibited except in those cases where the Chairman or Administrator is signing for the full County Commission with their concurrence and formal approval.

An exception to the policy is to allow the Purchasing Officer to use the Commission letterhead exclusively for correspondence related to bid prequalification approval or rejection and correspondence related to bid award and rejection with the Chairman signing all correspondence and a copy of any correspondence provided to Administration.

All Departments that fall under the auspices of the Baldwin County Commission shall use letterhead that identifies the Directors name and title only, and not that of the four County Commissioners.

FORMS/ATTACHMENTS/EXHIBITS

N/A