

COMMISSION POLICY**POLICY #2.5**

SUBJECT: County Commission and Department Head Letterhead Stationery

DATE ADOPTED
February 19, 2008

PAGE (BCC MINUTES)
Page 26

OBSOLETE VERSIONS *(Can be found in the Inactive Policy Book.)*

*Combined "Commission Letterhead" and
"Department Letterhead" policies together.)*

DATE ADOPTED

PAGE (BCC MINUTES)

April 6, 1993

Book 13, pg. 143-144 (Commission Letterhead)

December 21, 2004

Book 37, pg. 90-91 (Commission Letterhead)

February 7, 1995

Book 16, pg. 14 (Department Letterhead)

NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.

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.