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AM-508-1

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Stationery

Standard and controls for all City stationery are part of the City's Forms Control Program (developed and administered by the Administrative Manual Section of the Department of Finance). These standards and controls are enacted in order to affect maximum monetary savings and to present unified, progressive image for the City.

PAPER

Recycled paper is to be used whenever possible. Paper is available in the following categories:

- LETTERHEAD SHEETS
- STANDARD MEMO SHEETS
- STANDARD MEMO SHEETS FOR LASER PRINTERS
- TRANSMITTAL MEMO SHEETS
- CONTINUATION SHEETS
- COPY SHEETS (tissue/onionskin).
- GENERAL TYPING SHEETS

See AM-508-1-1 for specific sizes and ordering information.

Various types of paper specifically for use in laser printers, copiers, and other duplicating methods are also available. Consult the warehouse commodity catalog for ordering information.

LETTERHEAD SHEETS

USE

LETTERHEAD SHEETS may be used only when corresponding with other governmental jurisdictions, the general public, and private industry. LETTERHEAD Sheets may not be used to correspond between or within City agencies, or for correspondence with the Board of Estimates; official MEMO SHEETS must instead be used for all such correspondence.

TITLE AND ADDRESSES OF ORGANIZATIONAL UNITS

Titles and addresses of agencies, departments, bureaus, commissions, and boards may be printed on LETTERHEAD SHEETS; titles and addresses of organizational units below these levels will not be printed.

PERSONAL NAMES AND TITLES

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The names and official City titles of permanently appointed heads of agencies, departments, boards and commissions may be printed on LETTERHEAD SHEETS; names of officials below these levels, including members of boards and commissions, will not be printed on LETTERHEAD SHEETS.

LOGOS, SYMBOLS, AND IMPRINTS

The City’s official standard symbol (logotype or ”logo”) will be printed on all LETTERHEAD SHEETS; other symbols and logos, telephone numbers, slogans; “Reply TO” notations, and other similar imprints will not be printed on LETTERHEAD SHEETS.

PAPER STOCK, INK, AND LAYOUT

All LETTERHEAD SHEETS consist of 1 standard grade of white paper printed with 1 standard color of ink.

See page 8 of this policy for the standard layout for LETTERHEAD SHEETS.

MEMOS

USE

MEMOS must be used to correspond between or within City agencies, including correspondence with the Board of Estimates; LETTERHEAD SHEETS may not be used for such correspondence. Failure to properly use MEMOS is costly since the paper stock for MEMOS is less expensive than the paper stock for LETTERHEADS.

PERSONALIZED OR CUSTOMIZED MEMOS

Personalized notes or sheets (such as “Form the Desk of ...”) and customized Memos with special logos, headings, phone numbers, fax numbers, or the names of agencies, bureaus, etc. will not be printed.

PAPER STOCK, INK, AND LAYOUTS

MEMOS are available in 3 different forms:

- MEMO – 8 1/2” x 11” on 1 standard grade of white stock with 1 standard color of ink.
- TRANSMITTAL MEMO – 4 1/4” x 7 3/8” on 1 standard grade of recycled white or colored stock with black ink.

See page 9 of this policy for illustrations of MEMOS.

- MEMO – 8 1/2” x 11 “ on bond premium Xerox copy paper for use in laser printers with 1 standard color of ink.

CONTINUATION SHEETS

CONTINUATION SHEETS are pages used to continue the information from the 1st page of a LETTERHEAD or MEMO. CONTINUATION SHEETS consist of blank, white paper in 2 different paper stocks, and must BE USED AS FOLLOWS:

- LETTERHEAD CONTINUATION SHEETS – for use only with LETTERHEADS. (The paper stock is identical to the paper stock used for LETTERHEADS.)
- MEMO CONTINUATION SHEETS – for use only with MEMOS. (The paper stock is identical to the paper stock used for MEMOS.)

The proper type of CONTINUATION SHEET must be used. Particular care must be taken to ensure that LETTERHEAD CONTINUATION SHEETS are not to be used to continue a MEMO; such misuse is costly since the paper stock for LETTERHEAD CONTINUATION SHEETS is more expensive than the paper stock MEMO CONTINUATION SHEETS.

REPRODUCTION/PRINTING SHEETS

The most suitable kind of blank paper for each method of in house printing* has been selected and stocked in the City Warehouse. Whenever possible, recycled paper is to be used for in-house printing. Sizes, colors, and ordering information are specified in AM-508-1-1.

***Note:** In-house printing refers to all reproduction, duplicating, and printing machines (including presses and laser printers) operated by any City agency, and includes the following types of equipment: photocopier, laser printer, offset, letterpress, mimeograph and spirit (ditto) duplicators.

LETTERHEAD and MEMO SHEETS may not be used as paper for in-house printing. If a LETTERHEAD or Memo heading imprint is required on an in-house printing job, the City’s Reproduction and Printing Section (Bureau of Purchases) must be contacted in order to obtain: (1) authorization for the imprint; and (2) the paper best suited for such a job.

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GENERAL TYPING SHEETS

Blank paper for general typing use in is available from the City Warehouse. See AM-508-1-1 for details.

ENVELOPES

Envelopes are available in 3 different styles and a variety of sizes.

<u>Styles</u>	<u>No. of Sizes Available</u>
• CITY OF BALTIMORE LOGO	7
• SPECIAL LOGO	1
• INTERDEPARTMENTAL	2

See AM-508-1-1 for specific sizes and ordering information.

CITY OF BALTIMORE LOGO EMVELOPES

CITY OF BALTIMORE LOGO ENVELOPES may be used to only carry correspondences to other governmental jurisdictions, the general public, and private industry. These envelopes may not be used to carry correspondence between or within City agencies, or to the Board of Estimates.

CITY OF BALTIMORE LOGO ENVELOPES will be furnished preprinted only with the standard City logo. (See illustration on page 10). In order to expedite the return of undeliverable mail to the sender, the U.S. Post Office requests that return addresses be placed on these envelopes. It is recommended that agencies use rubber stamps or typewriters for this purpose.

SPECIAL LOGO ENVELOPES

These envelopes should be used only to carry LETTERHEAD and LETTERHEAD CONTINUATION SHEETS to other governmental jurisdictions, the general public, and private industry. SPECIAL LOGO ENVELOPES may not be used to carry correspondence between or within City agencies.

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Titles and addresses of agencies, departments, commissions, and boards may be printed on SPECIAL LOGO ENVELOPES; titles and addresses of organizational units below these levels will not be printed. Only 1 address which represents the central administrative office of an agency, department, commission, or board will be printed on SPECIAL LOGO ENVELOPES.

See page 10 for standard layout of SPECIAL LOGO ENVELOPES.

INTERDEPARTMENTAL ENVELOPES.

USE

INTERDEPARTMENTAL ENVELOPES are used to carry correspondence between or within City agencies; other types of envelopes may not be used for such correspondence.

INTERDEPARTMENTAL ENVELOPES are expected to have a useful life equal to the number of address spaces on the envelope. If an envelope is still in usable condition after all address spaces have been filled, the envelope may contain to be utilized by placing address labels over the old addresses.

CLOSING METHODS

- Large (10" x 15") INTERDEPARTMENTAL ENVELOPES -- are closed with a button and string device.
- Small (5" x 11 ½") INTERDEPARTMENTAL ENVELOPES – are closed and locked by breaking a glue dot (glue dot may not be present in all cases) and trucking in a flap. (See page 11 of this policy for diagram.) These envelopes must not be closed by stapling or taping; the locked-flap method shown in the diagram is adequate to prevent loss of contents.

SURPLUS ENVELOPES

SURPLUS INTERDEPARTMENTAL ENVELOPES should be bundled neatly and returned to the Municipal Post Office for re-issue.

ORDERING STATIONERY

See AM-508-1-1 for detailed instructions concerning the proper order forms, order numbers and method of payment.

Petty cash funds {AM-404-1} or DIRECT PAYMENT ORDERS (D.P.O.'S) {AM-303-1} may not be used to obtain stationery; such methods of payment will not be honored.

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RELATED DOCUMENTS:

AM-303-1
AM-301-1-1
AM-303-1
AM-401-1
AM-508-1-1
AM-508-2
AM-508-2-1

PURCHASING
COMPLETING A REQUISITION
DIRECT PAYMENT ORDERS
PETTY CASH FUND
ORDERING STATIONERY
BUSINESS CARDS
ORDERING BUSINESS CARDS