Board of County Commissioners
Leon County, Florida

Policy No. 09-___

Title:	Use of Leon County Board of County Commissioners' Official Stationery
Date Adopted:	October 13, 2009
Effective Date:	October 13, 2009
Reference:	None
Policy Superseded:	None

It shall be the policy of the Board of County Commissioners of Leon County, Florida that:

Use of the official stationery of the Leon County Board of County Commissioners (letterhead stationery, letterhead envelopes) is hereby limited to departments, divisions, employees, appointed officials, and Board members of the Leon County Board of County Commissioners. Official stationery may only be utilized for governmental purposes.

At no time shall the official stationery of the Leon County Board of County Commissioners be utilized for matters addressing a position contrary to the stated position of the Board of County Commissioners.

This policy shall not prohibit a Commissioner from utilizing his/her office letterhead for duties related to his/her office.