

Title: ENGRAVING		Contents: PP-1600
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
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Policy

The use of engraved stationery is restricted to elected officials, judges, Chief Administrative Officer, County Counsel, department heads and commissioners.

Miscellaneous

Dyes used for engraving represent a sizable investment by the County. The Purchasing Agent maintains a record of County owned dies. Each department shall maintain a record of department owned dyes.

Upon expiration of the agreement, all County owned dyes in the possession of the incumbent agreement vendor will be transferred to the new agreement vendor.