

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Resolution on Member’s Personalized Stationery Allocation**  
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5 BE IT RESOLVED, by the Committee on Rules and Legislative Administration, that the  
6 Controller may purchase personalized stationery for each member of the House of  
7 Representatives as provided by this resolution. The Controller must arrange for the bulk purchase  
8 of standard items of personalized stationery. The Controller may purchase the standard items in  
9 bulk for each member as directed by the member. Except as otherwise provided in this  
10 resolution, the total cost of the stationery purchased for a member may not exceed the cost of the  
11 following standard order under the bulk purchase arrangement: 5,000 letter-size letterheads and  
12 envelopes; 1,000 business cards; 500 informal note cards and matching envelopes or the  
13 equivalent in memo cards and envelopes; 1,000 note-size letterheads and 1,000 envelopes.

14 The Controller must furnish the Speaker, the Majority Leader, and the Minority Leader  
15 additional amounts of this stationery, upon request.

16 The Controller must furnish the chair of a standing committee or division additional  
17 letterhead and envelopes, upon request.

18 New members are to be provided with temporary stationery upon assuming the duties of  
19 their office.

20 A member may request the Controller to purchase stationery costing more than the  
21 maximum authorized by this resolution, but the request must be made before the Controller  
22 submits the member’s stationery order to the printer, and the member must pay the printer  
23 directly for the cost of the additional printing. After the Controller submits to the printer the print  
24 order for a member’s stationery, a member must order directly from the printer and pay the  
25 printer directly for any additional stationery.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

JOYCE PEPPIN, CHAIR