

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
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 Chief Sergeant at Arms may order the standard
9 items in 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 Chief Sergeant at Arms must furnish the Speaker, the Majority Leader, and the
15 Minority Leader additional amounts of this stationery, upon request.

16 The Chief Sergeant at Arms must furnish the chair of a standing committee or division
17 additional 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 House to purchase stationery costing more than the maximum
21 authorized by this resolution, but the request must be made before the House submits the
22 member’s stationery order to the printer, and the member must pay the printer directly for the
23 cost of the additional printing. After the House submits to the printer the print order for a
24 member’s stationery, a member must order directly from the printer and pay the printer directly
25 for any additional stationery.

Date adopted: _____

Signed: _____

JOYCE PEPPIN, CHAIR