

**MISSOULA COUNTY**  
**ADOPTION OF NEW COUNTY LOGO**

**PURPOSE**

This policy statement provides for the formal adoption of the new, official County logo and a standardized format for all official county stationery. This policy will replace policy statement 80-D.

**DISCUSSION**

As stated in policy statement 80-D, adoption of an official logo furthers the desire of the Board of County Commissioners to present a single, standardized symbol of County government to the public. The new logo represents a focus on unity of mission and common identity among the departments and agencies of MISSOULA COUNTY. Adopting a more standardized format for official stationery will help streamline the overall cost to the County, in using a standard paper stock and ink.

**POLICY**

All County offices and agencies shall employ the County logo and stationery format on all stationery which is utilized for the conduct of official County business and such other applications as are appropriate.

**IMPLEMENTATION**

1. To facilitate the transition to the new logo and format, each department will be contacted to assess stationery uses and needs. Typesetting for all County departments will then be put out for bid through Centralized Services and will be done in the most cost effective manner.
2. All County offices and agencies shall, within reason, attempt to exhaust any existing stationery supplies prior to ordering printing of supplies with the new logo.
3. To the greatest extent possible, all orders for stationery supplies shall be placed through Centralized Services to contribute to the cost effectiveness of this changeover.
4. Only minimal personalization of the format will be approved since a primary goal of this changeover is to present a standardized symbol of County government. Departments requiring such services will be referred to [Kathy Olson] of the graphic design section at the Missoula Planning Office.