

# ANTI-SWEATSHOP & LICENSING CHECK LIST

- **Purchase of apparel or sports equipment requirements WITHOUT logos/trademarks needs the following:**
  - Fair Labor Certificate required from proposed vendor
    - Certificate submitted to funding source (such as BASC or RF) with payment request, OR...
    - Certificate maintained with ordering documentation (such as Procurement Card), OR...
    - Certificate submitted with requisition

Note: Use of a Licensed Vendor will NOT require a Fair Labor Certificate.
- **Purchase of apparel or sports equipment requirements WITH logos/trademarks needs the following:**
  - **Purchase using a licensed vendor**
    - Fair Labor Certificate is not required
    - Use of existing logo/trademark OR...
    - New logo/trademark requested
      - Design request submitted to and approved by Design & Production
        - approval maintained with ordering documentation (such as Procurement Card), OR...
        - submitted with requisition for ordering
  - **Purchase using a non-licensed vendor**
    - Single Order License (SOL) required
      - Submit SOL request to Procurement & Payment (P&PS) Services for approval
        - SOL requests for the same vendor more than 1X will be rejected and use of a licensed vendor will be required
        - Fair Labor Certificate required with SOL request
        - Use of existing logo/trademark OR...
        - New logo/trademark requested
          - Submit new design request to Design & Production for approval
          - Submit design approval with SOL request to P&PS
      - SOL approval received from P&PS
      - Ordering process followed for appropriate funding source
        - SOL and Certificate submitted to funding source (such as BASC or RF) with payment request, OR...
        - SOL and Certificate maintained with ordering documentation (such as Procurement Card), OR...
        - SOL and Certificate submitted with requisition