

SINGLE ORDER LICENSE REQUEST

For Campus Orders of Items Displaying Marks and Designs Representing:

SUNY BROCKPORT



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BROCKPORT**

Campus department or vendor must complete this form and submit with proposed design(s) to Procurement & Payment Services PRIOR TO any production of final products. Artwork approval must be completed for every order including exact reprints. Failure to do so may result in non-payment or rejection of goods.

When complete, submit form with proposed design(s) to our [Purchase Assistant](#).

Procurement & Payment Services, Allen Administrative Bldg, 5th Floor
350 New Campus Drive, Brockport, New York, 14420 — Phone: (585) 395-2351

1. REQUEST FROM:

Department/Group _____ Date _____ ****TYPE INFO INTO SECTIONS****
 Name & Title _____ Fax _____ Phone _____
 E-mail _____ Campus Address _____

2. IDENTIFY PROPOSED PRODUCT & SUPPLIER:

PRODUCT: _____ Brand _____
 Item Colors _____ Imprint Colors _____
 Item Features (e.g., fabric type, style) _____
 Item # _____ Quantity ordered _____

VENDOR NAME: _____
 Address _____
 State/Zip _____ Phone _____ FAX _____
 Contact _____ E-mail _____

IMPRINTER: (If different from vendor above)

Company _____
 Address _____
 State/Zip _____ Phone _____ FAX _____

NOTE

Items to be Sold for Profit or Used in Commercial Promotions:

If the item is to be sold for profit or used in a commercial promotion (e.g., with a company or corporate sponsor) the product must be approved under a current standard trademark agreement by a company licensed with the campus.

All artwork must also be approved in writing for each order or reorder by the Office of College Communications.

3. PRODUCT USE: HOW WILL THIS PRODUCT BE USED BY CUSTOMERS? CHECK ALL THAT APPLY:

- Resale for Profit
 Uniform
 Fundraising: Sold:
 At Cost
 Other
 Promotion/Giveaway
 Class/Office Use
 or Above Cost _____

4. DEPARTMENT/GROUP ACKNOWLEDGEMENT:

The product named above: (1) is of satisfactory quality to represent our campus, and (2) will not be sold at a profit or used in a commercial promotion.

Supervisor signature _____ Name/Title _____

5. ATTACH ALL PROPOSED DESIGNS/MARKS

REQUEST STATUS: FROM PROCUREMENT & PAYMENT SERVICES		
PRODUCT & ATTACHED PROPOSED DESIGNS/MARKS	ROYALTY EXEMPTION	ARTWORK REVIEW
<input type="checkbox"/> Approved <input type="checkbox"/> Approved With Revisions <input type="checkbox"/> ADD: ___SM ___TM ___® <input type="checkbox"/> See attached requirement <input type="checkbox"/> On-Hold: <input type="checkbox"/> Revise & resubmit design	<input type="checkbox"/> Not Approved Does not meet campus trademark guidelines <input type="checkbox"/> Pending <input type="checkbox"/> Standard trademark product addition <input type="checkbox"/> Other: See attached	<input type="checkbox"/> Granted for this specific campus customer and request ONLY. Provide a copy to your supplier for their files & reports <input type="checkbox"/> Not Royalty Exempt Company must hold regular trademark license for product
		Artwork Approved By: _____ Office of College Communications _____ Date