

# SINGLE ORDER LICENSE REQUEST

For Campus Orders of Items Displaying Marks and Designs Representing:

**THE COLLEGE AT BROCKPORT**  
STATE UNIVERSITY OF NEW YORK



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK  
ASPIRE. ENGAGE. EXCEL.

**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: Donna Napier or Stacie Treahy  
Procurement & Payment Services, Allen Administrative Bldg, 5<sup>th</sup> 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 or Used in Commercial Promotions:

If the item is to be sold 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 for a company licensed with the campus.

All artwork must also be approved in writing for each order or re-order by Design & Production.

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

- Resale for Profit    
  Uniform    
  Fund Raising: 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  | REQUISITION #  |
| <input type="checkbox"/> <b>Approved</b><br><input type="checkbox"/> <b>Approved With Revisions</b><br><input type="checkbox"/> ADD: __SM __TM __®<br><input type="checkbox"/> See attached requirement<br><input type="checkbox"/> <b>On-Hold:</b><br><input type="checkbox"/> Revise & resubmit design | <input type="checkbox"/> <b>Disapproved</b><br>Does not meet campus trademark guidelines<br><input type="checkbox"/> <b>Pending</b><br><input type="checkbox"/> Standard trademark product addition<br><input type="checkbox"/> <b>Other:</b> See attached | <input type="checkbox"/> <b>Granted</b> for this specific campus customer and request ONLY. Provide a copy to your supplier for their files & reports<br><input type="checkbox"/> <b>Not Royalty Exempt</b><br>Company must hold regular trademark license for product |
|  |  | Artwork Approved By:<br>_____<br>Director, Design & Production<br>_____<br>Date  |