

# 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, 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 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"/> <b>Approved</b> <input type="checkbox"/> <b>Approved With Revisions</b> <input type="checkbox"/> ADD: __SM __TM __® <input type="checkbox"/> See attached requirement <input type="checkbox"/> <b>On-Hold:</b> <input type="checkbox"/> Revise & resubmit design	<input type="checkbox"/> <b>Not Approved</b> Does not meet campus trademark guidelines <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> Standard trademark product addition <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 <input type="checkbox"/> <b>Not Royalty Exempt</b> Company must hold regular trademark license for product
		Artwork Approved By: _____ Office of College Communications _____ Date