

**APPROVAL FORM**

**FOR ALL PROMOTIONAL ITEMS, ITEMS IMPRINTED WITH UL-LAFAYETTE NAME OR LOGOS, OR TROPHIES, PLAQUES, OR OTHER AWARDS PAID FOR WITH UNIVERSITY FUNDS**

The purchase of promotional items, items requiring the use of UL-Lafayette logos, and awards over \$50.00 are approved on a case-by-case basis. Trophies, plaques and awards are only allowed to be given to students. Printed materials (i.e., brochures, posters, banners, etc.) are NOT subject to such approval, thus do not require the use of this form. When paid for with University funds, State and University procurement regulations must be followed. Items are to relate to the mission of your department, the University or the State. If the UL Lafayette name or logo will be used, the vendor from which the items will be purchased shall be verified on the Communications and Marketing website (Collegiate Licensing Company list). A screenshot from the list must accompany this paperwork, and be approved prior to it being sent to Purchasing. (See #2) Upon completion of this form, please send to Administrative Services, as approval for funding must be obtained prior to submitting to Purchasing. (See #3).

**PRIOR TO PURCHASE** of these items (regardless of the cost), provide the information requested below and submit for appropriate signatures. Upon approval, normal purchasing procedures are to be followed. The approved form must be attached to either a requisition or LaCarte log.

**1) Department/Organization requesting approval:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Acct #: \_\_\_\_\_  
Description of Product: \_\_\_\_\_ Quantity: \_\_\_\_\_

**2) Licensed Vendor:** \_\_\_\_\_  
Licensee list is available at [louisiana.edu/licensing](http://louisiana.edu/licensing). Screenshot of licensed vendor's information from the Collegiate Licensing Company list required.

**3) Artwork: PRODUCT ARTWORK MUST BE SUBMITTED WITH THIS FORM.**  
Artwork:  Approve  Disapproved – Reason(s): \_\_\_\_\_

\_\_\_\_\_  
Approval of Communications & Marketing \_\_\_\_\_  
Date

**3) Funding: Funding source approval is required**  
Funding:  Approved  Disapproved – Reason(s): \_\_\_\_\_

\_\_\_\_\_  
SPFAC or Administrative Services \_\_\_\_\_  
Date

**4) What is the purpose of this item?**

**5) Who are the items for?**

**6) What is the total cost? \$ \_\_\_\_\_ (Attach quotes if applicable):**  
Amount Less than or equal to: \$5,000 = 1 quote  
Amount Between \$5,001 - \$15,000 = 3 quotes  
Amount Over \$15,000 = quotes/bids to be obtained by Office of Purchasing

*See Purchasing website for additional information at [purchasing.louisiana.edu](http://purchasing.louisiana.edu)*

*To be completed by the Office of Purchasing:*

Request:  Approved  Disapproved – Reason(s): \_\_\_\_\_

\_\_\_\_\_  
Office of Purchasing/Room 123 Martin Hall \_\_\_\_\_  
Date