

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 subject to such approval. 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. 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

To be completed by the Office of Purchasing:

Request: Approved Disapproved – Reason(s): _____

 Office of Purchasing/Room 123 Martin Hall

 Date