

APPROVAL FORM

Form PUR- 106

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

The purchases of promotional items, or items that include any part of the UL Lafayette logo (UL name, Fleur-de-lis, etc.) need approval from the Communications and Marketing Department prior to purchase. The purchase of awards over \$50.00 will be 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 also 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 #4).

PRIOR TO PURCHASE of listed item(s) (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: _____ Fund/Org _____
 Description of Product: _____ Quantity: _____

2) Licensed Vendor: _____
 Licensee list is available at <http://ocm.louisiana.edu/branding-licensing/licensed-manufacturers>.
 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/Room 320 Martin Hall _____ Date

4) Funding: Funding source approval is required
 Funding: Approved Disapproved – Reason(s): _____

 SPFAC (Room 307 FG Mouton) or Administrative Services (Room 175 Martin Hall) _____ Date

5) What is the purpose of this item? _____

6) Who are the items for? _____

7) What is the total cost? \$ _____ (Attach quotes if applicable):
 Amount less than or equal to \$5,000 = 1 quote
 Amount between \$5,001 - \$20,000 = 3 quotes
 Amount between \$20,001 - \$25,000 = 5 quotes
 Amount over \$25,000 requires formal bid conducted by the Purchasing Office.
 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