



PRINT, COMPLETE AND PROVIDE SIGNED FORM ALONG WITH ALL REQUIRED DOCUMENTS TO THE APPROPRIATE OFFICE.

## APPENDIX B – UNIVERSITY BOOKSTORE RELEASE FORM

As per contractual obligation and as described in the *Commercial Trademark Policy* and *Commercial Trademark Guidelines for Merchandise Purchases*, the University Bookstore (Follett) maintains the exclusive right to sell merchandise bearing Bishop's University trademarks. The University Bookstore Release Form is to be used when :

- the Bookstore is not in a position to provide a quote for the requested items,
- the Bookstore's quote is not as competitive as that of another vendor.

### REQUEST DETAILS

#### Contact information

Group/Office/Organization name: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

#### Description of material

Describe the type of merchandise and quantity of items required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### UNIVERSITY BOOKSTORE QUOTE

A quote was requested from the University Bookstore on (D/M/Y) \_\_\_\_\_.

The quote is attached.

The University Bookstore was not able to /chose not to bid on this order.

### COMPETITOR QUOTE

A competitive bid was obtained by another vendor on (D/M/Y) \_\_\_\_\_.

The quote is attached.

### UNIVERSITY BOOKSTORE RELEASE & SIGNATURE

The University Bookstore, as represented by undersigned, acknowledges and understands that the group/office listed above will submit a purchase order to an outside vendor for the production of the items listed above.

#### Signature

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

FOR PAYMENT TO BE PROCESSED, A COPY OF THIS FORM MUST BE SUBMITTED, ALONG WITH THE INVOICE, TO BISHOP'S UNIVERSITY'S BUSINESS OFFICE OR TO THE STUDENTS' REPRESENTATIVE COUNCIL.