



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

APPENDIX C – TRADEMARK USE APPROVAL FORM (Student Organizations)

- Student organizations must follow all of the steps as outlined in the *Commercial Trademark Policy* document whether merchandise is obtained from the University Bookstore or an outside vendor.
- Artwork for the item(s) listed below must be approved by the Students' Representative Council (SRC) General Manager or by the Director of University Advancement. Signature is required.
- It is understood that the **use of an outside vendor incurs a 10% royalty fee** based on the total cost (after taxes) of producing the item(s) listed below. The fee is payable to Bishop's University.
- A copy of this form and a cheque made out to Bishop's University must be submitted to the University Director of Finance within 30 days of receipt of an invoice.

REQUEST DETAILS

Contact information

Student organization name: _____

Contact person's name: _____

Email address: _____

Telephone number(s): _____

Description of merchandise

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.

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



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ARTWORK APPROVAL(S) & SIGNATURE(S)

Artwork / Design Approval

A copy of the final artwork is attached.

Approval of the final artwork/design was obtained on (D/M/Y) _____

Approval was provided by the SRC General Manager and/or the Director of University Advancement whose signature appears below.

Signature

Print _____ Sign _____ Date _____

STUDENT ORGANIZATION SIGNATURE

As a representative of the student organization _____, I _____, the undersigned, acknowledge that I have read and understood the terms of this request. I will follow all of the steps as outlined in the *Commercial Trademark Policy* document and on this form whether merchandise is obtained from the University Bookstore or an outside vendor.

Signature

Print _____ Sign _____ Date _____

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