



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

APPENDIX A: APPROVAL FORM – COMMERCIAL TRADEMARK USE

Payment of invoices, particularly from outside vendors, will not be processed without the required documents and approvals. Payment requests are to be submitted to the University Business Office or to the Students' Representative Council through the General Manager.

REQUEST DETAILS

Contact information

Group/Office/Organization name: _____
Contact person's name: _____
Email address: _____
Telephone number(s): _____

Proposed use of trademarked material

Describe, in detail, how the trademarked material will be used. Where will the logo appear? What is the proposed activity or event(s) for which material will be used?

UNIVERSITY BOOKSTORE QUOTE / RELEASE FORM

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

The quote is attached.

The University Bookstore Release Form is attached.

ARTWORK/DESIGN APPROVAL & SIGNATURE

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 University Communications Manager and/or the Director of University Advancement whose signature appears below.

Signature

Print _____ Sign _____ Date _____