Date: July 1, 2008

To: Department Heads and Finance Contacts

From: Sara Satter, Licensing Coordinator

Re: Purchasing Trademarked Items

To order a trademarked item, go to http://www.und.nodak.edu/dept/purchase/html/forms.html and click on “Trademarks Use Request Form.” Fill out this form and send it to the Purchasing Department. This completed form can be faxed to 7-2125, sent via intercampus mail to Stop 8381, or emailed to sarasatter@mail.und.edu. Once you receive approval, submit a Purchase Requisition (there is a specific one for logo/trademarked items), or use your University Purchasing Card to place the order. You do not need to have your design number in order to submit your Purchase Requisition. Once your vendor has submitted your artwork for approval, a Purchase Order will be created for you.

Trademarks Use Request Forms are returned immediately if approved. However, if your vendor is unlicensed, there will be a substantial delay. Artwork approval takes only as long as your vendor requires to design and upload your artwork. Purchase Requisition turnaround time is the same as for purchase of non-trademarked items. Please attach the approved Trademark Use Request Form to your monthly Purchasing Card Record Form, if using your Purchasing Card.

Printed items do not need to go through the logo approval process. All printed items must comply with the style and standards guide available on University Relations’ webpage. All printing jobs done off campus need to be routed through the Purchasing Department for competitive pricing.

Please contact the Purchasing Department (7-2126) with any questions.