

**Promotional Item**

**Ordering Procedures**

1. Identify the item(s) to be purchased and contact an approved, licensed vendor to obtain a quotation. Depending on quantity and cost, multiple quotations are encouraged.

Complete list of licensed vendors and list of local licensed vendors can be found at:

[www.gobulldogs.com/ot/fres-licensing.html](http://www.gobulldogs.com/ot/fres-licensing.html)

1. Artwork for all items bearing the University logo, service mark, trade name, designs, logos, seals and symbols must bear the appropriate trademark designation symbol: ™ or ®. Contact University Communications to obtain the approved artwork or to assist with modifying existing artwork to comply with University policy. [www.fresnostate.edu/brand](http://www.fresnostate.edu/brand).

See Appendix B

1. Submit the completed royalty waiver form and artwork to Clarence Chiong in the University Licensing Office for review and approval. E-mail: cchiong@csufresno.edu, Phone: 559.278.4451, Campus Mail Stop: LS135

Campus Royalty Waiver form: [www.gobulldogs.com/ot/fres-licensing.html](http://www.gobulldogs.com/ot/fres-licensing.html)

See Notes section below for additional information on the Royalty Waiver.

1. Submit final artwork to the Bruce Whitworth, Executive Director of Publications, for final approval and attach signed approval along with a purchase requisition form, approved royalty waiver form, artwork and quotation(s) to the Procurement or Foundation office to issue the Purchase Order and place the order with the vendor.

E-mail: bwhitworth@csufresno.edu, Phone: 559.278.5029, Fax: 559.278.2436, Campus Mail Stop: KC45.

**Notes:**

Orders will not be processed by the vendor until all supporting paperwork has been received; purchase order, signed royalty waiver form and approved artwork.

It is the responsibility of the ordering party to submit the royalty waiver form for each order.

While most internal use orders are granted a royalty waiver, each order is considered on a case-by-case basis. Any orders submitted to Procurement without the royalty waiver form are subject to having royalties added to the cost of the order, which is typically 12 percent. Items intended to be sold for fundraising purposes will not be granted a royalty waiver, and the royalty fee will be added to the order by the vendor.

If the royalty waiver is not approved, the declined waiver should be provided to Procurement so they are aware royalties were not waived.

When ordering multiple items on one order, a separate royalty waiver Form must be submitted for each item.

Estimated overall processing time from Step #1 above to delivery on campus could take two to four weeks depending on the item(s), so be sure to allow sufficient time.

Several factors can affect the turnaround time such as: University staff workload, artwork approval, product availability or production time. Orders generally ship seven to 10 days after proof approval from the manufacturer. Rush delivery is available, but always at an increased cost.

Contact the following departments if you have any questions or need additional information:

Licensing Office, 559.278.4451 Procurement Department, 559.278.2111

University Communications, 559.278.2795 Foundation Financial Services, 559.278.0850