

Arkansas Tech University Foundation

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Subject: New Policy - Foundation Purchases – Trademarked Names and Logos

Effectively immediately, all purchases of trademarked names and logo items must follow Arkansas Tech University's policy for these items.

There are two options available to use "Foundation funds":

1. Order the merchandise, following University policy for ordering trademarked or logo merchandise, using your departmental budget funds and then complete a "Foundation requisition" to have the funds transferred to your departmental budget.
2. Follow University policy for ordering trademarked or logo merchandise; when merchandise has been approved by Arkansas Tech University Licensing Coordinator, submit a "Foundation requisition" to the ATU Foundation office. A purchase order will be completed and sent to the approved vendor.

If an individual has purchased trademarked names and logo items and needs to be reimbursed, the individual will be reimbursed, if they have followed the University's policy and submits a Foundation requisition with the approval for purchase attached along with an invoice from the vendor that shows the merchandise has been paid.