



**WILLAMETTE**  
THE FIRST UNIVERSITY IN THE WEST

IMPRINT REQUEST FORM

Date request submitted: \_\_\_\_\_ Date in which item will be used: \_\_\_\_\_

Name of Willamette Employee/Advisor requesting product: \_\_\_\_\_

Department/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Product Information**

Before you place an order with a vendor, the University must approve the imprint and the product to ensure that they match our image and identity requirements, and comply with Willamette University's Anti-Sweatshop Code of Conduct

**Request for:**

- T-shirt
- Sweatshirt
- Gift item (specify): \_\_\_\_\_
- Other clothing item (specify): \_\_\_\_\_
- Other printed item (specify): \_\_\_\_\_

**Item to be used for (check all that apply):**

- Give-Away
- University Business
- Club Event
- for resale
- Campus Event (Opening days, Parents & Family Weekend, etc.)
- Other \_\_\_\_\_

Item Description (please be specific): \_\_\_\_\_ Quantity: \_\_\_\_\_

**YOU MUST ATTACH A COLOR COPY OF GRAPHIC TO BE USED WITH THIS REQUEST.**

**Pre-order Information**

Any vendor must agree to comply with Willamette University's Anti-Sweatshop Code of Conduct and the Office of Communication's guidelines for the use of the University's logo, including the logos of any of its colleges. (*Code of Conduct is available at [www.willamette.edu/committees/cmr/code\\_of\\_conduct](http://www.willamette.edu/committees/cmr/code_of_conduct)*). Please verify the following statements and provide the following information from the vendor prior to ordering.

I understand and have followed, Willamette University Purchasing Guidelines?  Yes  No

The Vendor has read and reviewed the Code of Conduct?  Yes  No

The vendor's business practices adhere to Willamette's Anti-Sweatshop Code?  Yes  No

Vendor: \_\_\_\_\_ Vendor Number \_\_\_\_\_

Phone: \_\_\_\_\_ Vendor email address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Approval

By signing this form, I am requesting the use of the University name or graphics to be reproduced. I understand fully and agree to all University guidelines for imprinted products. I also understand that items cannot be produced for resale without prior approval. **Any department, employee, student, student group or affiliated/sponsoring group that uses the University name, logos or affiliated images (or the names, logos, or affiliated images of any of its colleges), must receive prior approval, using this form, before it purchases, causes to be produced, or places an order for such imprinted merchandise. Vendors may reproduce the University's name or graphics (including those of any of its colleges) only at the request of such a University individual, department, or group, and only after its formal request has been approved.**

Signature of Willamette Employee or Student:

\_\_\_\_\_  
(Please Print Name) (Signature) (Date) (Phone)

For office use only

Graphic Approved:  Yes  No Date letter of notification sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by:

\_\_\_\_\_  
(Please Print Name) (Title) (Date) (Phone)

Signature of Approver: \_\_\_\_\_

Date approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Approval expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUBMIT COMPLETED FORM AND COPY OF GRAPHIC TO ADMINISTRATIVE SERVICES**

Please retain a copy of this form for your files; Willamette University departments should submit a copy of this form along with the vendor invoice to the Business Office.