

Campus Trademark Request

For Campus Orders of Items Displaying Marks and Designs Representing:

UNIVERSITY AT BUFFALO SM
The State University of New York

Campus department or vendor must complete this form and submit with final design(s) to UB Trademarks and Licensing PRIOR TO any production of final products. Trademark approval must be completed for every order including *exact reprints*. Failure to do so may result in non-payment or rejection of goods.

When complete email form with final design to: UBTrademarks@vpsa.buffalo.edu

Cynthia Todd, UB Trademarks & Licensing Program - 330 Crofts Hall, Buffalo, NY 14260 - Phone (716) 645-4585

1. REQUEST FROM:

Date _____ **** TYPE INFO INTO SECTIONS****

Department/ Group _____

FAX _____ Phone _____

Name & Title _____

Campus Address _____

E-Mail _____

2. IDENTIFY PROPOSED PRODUCT & SUPPLIER:

PRODUCT: _____ Brand _____

Item Colors _____ Im print Colors _____

Item Features (e.g., fabric type, style) _____

Item #: _____ Quantity ordered: _____

VENDOR NAME: _____

Address _____

State / Zip _____ Phone _____ FAX _____

Contact _____ E-Mail _____

IMPRINTER: (If different from vendor above)

Company _____

Address _____

Phone number: _____ Fax: _____

NOTE

Items to be Sold or Used in Commercial Promotions

If the item is to be sold or used in a commercial promotion (e.g., with a company or corporate sponsor), the product must be approved under a current standard trademark agreement for a company licensed with the campus.

All art must also be approved in writing for each order or re-order by the campus trademark licensing office.

3. PRODUCT USE: How will this product be used by customer? Check all that apply:

- Resale for Profit
 Uniform
 Fund Raising: Sold: At Cost,
 Other: (Identify below.): _____
 Promotion/ Giveaway
 Class/ Office Use
 Above Cost

4. ATTACH ALL PROPOSED DESIGNS/ MARKS

5. DEPARTMENT/ ORGANIZATION ACKNOWLEDGEMENT:

The product named above: (1) is of satisfactory quality to represent our campus, and (2) will not be sold at a profit or used in a commercial promotion. SIGNATURE _____
NAME/TITLE _____

REQUEST STATUS: From Campus Trademark Office (Provide Purchasing a Copy of this Approved Form with Order.)

Product & Attached Proposed Designs/ Marks	Royalty Exemption	FILE #
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED With Revisions <input type="checkbox"/> ADD: __ SM __ TM __ ® <input type="checkbox"/> See attached requirement. <input type="checkbox"/> ON-HOLD: <input type="checkbox"/> Revise & resubmit design.	<input type="checkbox"/> DISAPPROVED Does not meet campus trademark guidelines. <input type="checkbox"/> PENDING: <input type="checkbox"/> Standard trademark product addition. <input type="checkbox"/> OTHER: See attached.	<input type="checkbox"/> GRANTED for this specific campus customer and request ONLY . Provide a copy to your supplier for their files & reports. <input type="checkbox"/> NOT ROYALTY EXEMPT. Company must hold regular trademark license for product.
		Comments _____ Authorized By: _____ Signature Campus Trademark Director Date _____