

PURCHASING & LICENSING TRAINING

Every person must complete this training and get a 100% on the quiz to be able to complete the Purchasing/Licensing process.

Contact Club Sports Admin, sclubs@uark.edu, if you have any questions!

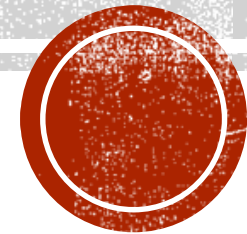


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**LICENSING
DISCLAIMER**

- Before you are allowed to use any designs, we must get the design approved by the licensing office.
 - ALL LICENSING DECISIONS ARE LEFT TO THE DISCRETION OF THAT OFFICE.
 - Using unapproved designs will result in disciplinary action for the club at fault.



LICENSING GUIDELINES

- All logos/protected words must be properly trademarked.
- Club sports are currently allowed to use both the sideways hog and the forward-facing hog. You **CANNOT** use the varsity wordmark.
- On your designs you must include the word "Club" (ie: Club Baseball or Baseball Club)
- Protected words include:

Additional licensed words include:

- Wooo Pig Sooie!TM
- Go HogsTM
- HogsTM
- University of Arkansas[®]
- Razorbacks[®]
- Arkansas[®]

****Just because your design has been approved before, does not mean it will be again. It is up to the discretion of the Licensing office.**



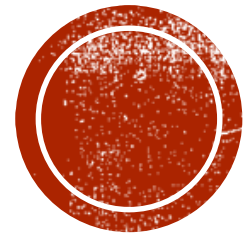
MARKETING REQUEST

- We have a Marketing team within UREC who can create design options for logos, apparel, flyers, posters, etc.
- We **HIGLY** suggest you use them when creating designs.
- You will need to fill out a [Marketing Request](#) and send it in to sclubs@uark.edu
 - Make sure you are very clear in your description
 - Allow **AT LEAST** 10 days for marketing materials to be created.



PURCHASING GUIDELINES

- Only approved vendors may print the protected logos/words.
 - (Reference: [Approved Vendor List](#))
- Vendors who are not approved and still print the logos are subject to legal action.
- Exception: If you have a specialty item that you are seeking to have logo printed on (i.e. Shooting Vest or Cycling Kit), the vendor will then need to submit a [Vendor Verification Form](#).
 - Make sure you are communicating with the Club Sport Admin throughout this whole process.



PURCHASING PROCESS



COLLECTING ALL ESSENTIAL ITEMS

In order to submit a purchase request you must have the following items:

- If you are using protected artwork:
 - The design/mockup that will be used
 - Information of the vender
 - Quote from the vender
- If you are purchasing general equipment (no artwork):
 - Selected vendor/company
 - List of items
 - Invoice (include all items and prices)




- **Purchase Request**
 - Information Required on the Form (On HogSync)
 - Club
 - Officer Information
 - Vendor Information
 - Items to be purchased
 - Cost of the purchase
 - Other purchasing information
- **Attach invoice/quotes/artwork**





**KEEP AN EYE ON
YOUR EMAIL**



We may need to ask clarifying questions or send out updates throughout the process.

PURCHASING CERTIFICATION

- Take the Quiz. You must get a 100% on it in order to be certified.
 - CLICK [HERE](#) for the Quiz.
 - Take it as many times as needed
- Email sclubs@uark.edu, once completed.
- Certification is confirmed until you receive an email with your certificate.

