

**MICHIGAN STATE UNIVERSITY TRADEMARK
LICENSING AUTHORIZATION FORM
UNIVERSITY DEPARTMENT AND STUDENT ORGANIZATION USE**

MSU departments, Registered Student Organizations, as defined in *Spartan Life*, student sports teams, and residence hall organizations using the names, marks, logos, and/or symbols of Michigan State University for any merchandising activity, whether fund-raising or promotional, are required to seek prior approval from the University Licensing Programs office 13 MSU Union, 355-3434 (ph) - 432-9859 (FAX). ***This form should be completed and submitted to the licensing office prior to placing your final order or entering into production.***

Name of department or group _____

Contact _____

Phone _____ FAX _____ email _____

Advisor (if a student group) _____

Phone _____ FAX _____ email _____

Project description. (please check one)

Products to be resold Products to be giveaways Products for internal use only

Product description. (Please include the quantity, type, and purchase price; i.e. "100 T-shirts at \$3.50 each".)

Supplier information. (please include name and contact person of your supplier)

Company Name: _____ Contact: _____

Artwork. Please have your supplier email a file of your finished layout to: licensing@union.msu.edu.

Method of Payment: MSU Funds (Purchase Order or P-Card) Other

I verify that the above organization is a valid campus department or Registered Student Organization and that the fund-raising/promotional project described above is only for the purpose of supporting the organization, not for the profit of an individual or business:

Signature of Authorized Representative Date

The above project has been approved by University Licensing Programs.

Signature of Licensing Director Date