

T-Shirts & Other Promotional Items

<https://uncw.edu/studentorgs/sga/commontransactions.html>

T-shirts are a popular item used to advertise or promote your student organization. Registered Student Organizations (RSO) with their own fundraised money may use this funding to purchase t-shirts or other promotional items. There are two methods that can be used.

Purchase Order through UNCW (*tax exempt method*):

Be aware there are guidelines that must be followed in order for you or your organization to purchase t-shirts via a purchase order: You must provide a copy of your t-shirt design to Campus Life Business Operations Coordinator (Lacie Munn; munnl@uncw.edu) **prior to ordering or printing t-shirts**. Once they have the design, they will route for approvals. Failure to do so will result in the purchase of t-shirts being denied.

- Any design that includes:
 - ❖ "UNCW (name of organization)" or the house spirit logo requires the circle R ®.
 - ❖ Sammy, the athletic logo, and all other University verbiage requires the ™.

The UNCW letters and logo are copyrighted symbols and it is illegal to use them without University permission. The t-shirts or promo items *must* be purchased from a licensed vendor. A list of recommended licensed vendors can be viewed under [Licensing & Trademarks](https://uncw.edu/licensing/vendors.html) (<https://uncw.edu/licensing/vendors.html>).

Here is a step-by-step process which must be followed to facilitate this process:

1. Obtain a quote/estimate from the vendor and a final copy of the t-shirt design.
2. Send the copy of the final image to the Business Operations Coordinator who will route for visual identity approval. *Additional edits may be needed in order for your design to be approved.*
3. Complete the Student Expenditure Request Form (ERF) – contact the Business Operations Coordinator for a copy.
4. Bring the ERF and additional documents (quote/estimate & copy of design) to the Campus Life Business Operations Coordinator to verify that your RSO has sufficient funds in your account. The Campus Life Business Operations Coordinator will help you handle all correspondence in connection with the fulfillment of the purchase.
5. Documents will then be routed to the Director for Campus Activities & Involvement for budgetary approval and an order will be placed via a Purchase Order.
6. T-shirt & promotional item orders must be delivered to CAIC or Campus Life office. Provide one of those addresses to the vendor (if needed) when you are requesting your quote/estimate.
7. The Business Operations Coordinator will need the final invoice in order to process payment to the vendor.

When the order is complete, the Campus Life Business Operations Coordinator will notify you that the items are available for pick-up and payment will then be released to the vendor. Advance payments for items is not permitted. Payment will only be released after you have received the items. Please contact the Campus Life Business Operations Coordinator if you have any questions regarding this procedure.

Reimbursement Process (*non-tax exempt method*):

The RSO does have the option to place an order for t-shirts, pay out of pocket and submit a valid itemized receipt for reimbursement, only after the design has been approved by the Director for Campus Activities & Involvement. Here is the step-by-step process for this procedure:

1. The design must be approved by the Director for Campus Activities & Involvement **PRIOR to the shirts being printed**.
2. The RSO is responsible for confirming that sufficient funds are available in the campus account in order to process a reimbursement. **Failure to follow these guidelines will result in the reimbursement being denied. Contact the Business Operations Coordinator to verify the available on campus account balance.**
3. After the order has been received, submit an itemized receipt to the Campus Life Business Operations Coordinator for reimbursement.