



INTERNAL REQUEST QUICK REFERENCE

DEPARTMENTS



STEP 1: VISIT MU TRADEMARK LICENSING PAGE AND REVIEW THE DESIGN GUIDELINES FOR MERCHANDISE TO AID IN DESIGN DIRECTION



STEP 2: REFERENCE APPROVED VENDOR LIST ON MU TRADEMARK LICENSING PAGE TO SELECT AN APPROVED VENDOR

LICENSED VENDOR



STEP 1: WORK WITH CAMPUS DEPARTMENT TO FILL OUT PRODUCT REQUEST FORM



STEP 2: SUBMIT PRODUCT REQUEST FORM TO MU TRADEMARK LICENSING



STEP 3: SECURE PURCHASE ORDER



STEP 4: SUBMIT ARTWORK THROUGH MYCLC WITH PURCHASE ORDER INFO INCLUDING CONTACT INFORMATION & EXEMPT/NON-EXEMPT



STEP 5: ONCE ARTWORK IS APPROVED IN MYCLC, MOVE FORWARD WITH ORDER



STEP 6: DELIVER TO CUSTOMER