

Merchandise Approval Form

Date _____

Mail to : Financial Services - ATTN
Expenditure Control Dept
Milledge Center
394 S. Milledge Ste.100

Please reference sections 12.2 (Procedures for the Sale of Merchandise), 10, 12.1, 8.14, and 8.18.1 of the UGA Foundation Policy and Procedures. **Please allow 7 business days for processing. Insufficient detail may delay processing.**

Please provide a detailed description of each type of merchandise and activity:

Type 1: _____

Type 2: _____

Type 3: _____

Type 4: _____

Purpose for selling/giving away merchandise: _____

Please check the type of activity:

Merchandise to be sold through Follett:
(Sales tax should NOT be included on the invoice for purchase of the merchandise)

*Merchandise for a specific event:
(Sales tax SHOULD be included on the invoice for purchase of the merchandise)

*If merchandise is for an event, please note the sale of the items cannot net a profit, and an inventory report is due to the Office of Financial Services within 30 days of the event. Please provide the following information regarding the event:

Description / Location: _____ Date: _____

Has the logo that will be used on the merchandise been approved by the Offices of Public Affairs and/or Financial Services? _____

Please reference Section 12.1 of the UGA Foundation Policy for the logo approval process. Please attach a copy of the logo to this form. Note: No merchandise will be approved that includes athletic or institutional marks without prior approval from Financial Services.

What vendor will be used for production of the merchandise? _____

Only CLC approved vendors will be considered. Contact Financial Services for the approved list.

UGA Foundation Account Name: _____

UGA Foundation Account Number: _____

Submitted By: Dept _____ Name: _____

Email: _____ Phone: _____

Approved By: VP/Dean/Director: _____ Title: _____

I have read and understand the policies and procedures for sale of merchandise and I will comply with stated policies and procedures.

Financial Services Approval: _____ Date _____