

## **Purchasing Items with UC Logos for Your Department?**

If you purchase pens, pocket folders, and the usual or atypical tchotchke printed with a UC logo for your department, then you'll need to complete an internal request form and submit it to the office of Trademarks & Licensing for review and approval. Departments should plan early, because not all uses are exempt from royalties and may require the use of a standard licensee as opposed to one of the approved vendors for internal consumption.

The offices of Trademarks & Licensing and Central Purchasing together manage licenses to companies that produce promotional products for departmental use, or **internal consumption** at the university, i.e., *items bearing UC logos purchased by campus departments with university funds for departmental use only*.

This policy applies to all university departments. In order to use a university logo, you are required to submit a completed internal request form to Trademarks & Licensing before using a P-Card or processing a purchase order through Purchasing. Submitting the request form and artwork for the products to Trademarks & Licensing will ensure that designs are approved and appropriate vendors are used. You can access the [request form](#) under the guidelines section of the Trademarks & Licensing website.

Licensees are not authorized to produce items without approval from Trademarks & Licensing, so planning early and submitting the request form and design in advance will help prevent any confusion or delays with your orders.

University of Cincinnati Approved Vendor List for Promotional Products:

### **Associated Premium Corp.**

1870 Summit Rd.  
Cincinnati, Ohio 45237  
Contact: Ms. Lori Heiney  
Phone: (513) 679-4444  
Fax: (513) 679-4447  
e-mail: [lheiney@associatedpremium.com](mailto:lheiney@associatedpremium.com)

### **Muñoz Brandz**

8919 Rossash Rd.  
Cincinnati, OH 45236  
Contact: Jon Zwiitt  
Phone: (513) 744-4048  
Fax: (513) 233-7979  
e-mail: [jon@munozbrandz.com](mailto:jon@munozbrandz.com)

### **Proforma Albrecht & Co.**

3975 Port Union Blvd.  
Fairfield, Ohio 45014  
Contact: Mrs. Kate Gottschalk  
Phone: (513) 543-5409  
e-mail: [kgotts@albrechtco.com](mailto:kgotts@albrechtco.com)

### **Smile Promotions**

PO Box 8122  
Bloomington, IN 47407  
Contact: Rula Hanania  
Phone: (812) 323-9290  
Fax: (800) 353-2608  
e-mail: [ghanania@smilepromotions.com](mailto:ghanania@smilepromotions.com)

### **Touchstone Merchandise Group**

7200 Industrial Row Road  
Mason, OH 45040  
Contact: Justin Warren  
Phone: (513) 383-2631  
e-mail: [uc@tmgideas.com](mailto:uc@tmgideas.com)