

# ***NU Club & Organization Apparel/Product Design Approval Form***

## *Club/Organization Contact Information:*

Club/Org. Name:	Date:
Club Representative Name:	Cell Phone #:
	Email:

## *Product/Apparel Information*

Type of product/apparel being requested & purpose of product/apparel:
Where will design appear on product: (attach copy of design to this form)
Quantity ordered, Cost Per Item, and Total Cost:
Total Amount To Be Requested From NUSGA approved budget (if applicable):

## *Vendor Information:*

Company Name:
Address & Phone #:

## *Signatures of Approval:*

Club Representative:	Date:
Club Advisor:	Date:
Director of Club Sports (if club sport request):	Date:
Director/Asst. Director of Campus Activities:	Date:

- A copy of the artwork/design must be attached to this form. All Artwork/designs must include the words **Niagara University** and be done in good taste (see "Advertisement & Postings" section in Niagara University Student Handbook)
- **This form must be handed in to and approved by the Campus Activities Office (CAO) PRIOR to any order being placed with the vendor.**
- Placing orders before this form is completed and approved may be subject to disciplinary action.