



**REQUEST TO USE THE IDENTIFYING TRADEMARKS OF
THE UNIVERSITY OF TEXAS AT AUSTIN AND THE COCKRELL SCHOOL OF ENGINEERING**

Permission is required to use the identifying trademarks of the University, which include but are not limited to: The University of Texas at Austin endorsed word mark, the interlocking UT Austin logo, the Longhorn silhouette, the word "Texas", Cockrell School official logos, the words "Cockrell School", or any variation of the school name.

For promotional items, submit this form to an approved, licensed vendor. Please contact the Cockrell School of Engineering Office of Student Life (OSL) or the Office of Trademark Licensing (OTL) for a list of approved vendors. The vendor must provide complete drawing(s) showing placement of all official logos and all other artwork and text on the item. You or your vendor must send this form and the drawing(s) to the OSL (studentlife@engr.utexas.edu, ECJ 1.224/campus mail code C2108, phone 512-232-5778, fax 512-232-6443).

If your request is approved, the OSL will submit the request to the OTL on your behalf. The OTL will contact the vendor as to whether your request is approved, approved with changes, or denied. Your vendor will contact you regarding the status. Please allow 8-10 business days for the approval process. If the item is approved with changes, the vendor will make the necessary changes and proceed with production. There is no need to re-submit a revised drawing unless directed to do so by the OTL.

Organization name: Requester name:

Address: Daytime phone number:

Product: Quantity:

Your unit cost: \$ Product will be sold for: \$ Product color(s):

Product will be: (check all that apply)

- Sold to general public
- Given to members only
- Sold to members only
- For faculty and staff
- For members of a department
- Other, explain:

Proceeds will be used for: (check one)

- Educational programs
 - Support of philanthropy
 - Social events (describe below)
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If this product is for a special event, please fill in the event title and date below.

Licensed vendor name: Vendor contact person:

Vendor phone number: Vendor fax number:

Vendor email address: Vendor design number:

➔➔ Proposed design(s) MUST be submitted with this form! ⬅️⬅️

Requester signature: _____ Date submitted to OSL:

<p>OSL Use Only: Date received: _____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with changes: _____</p> <p><input type="checkbox"/> Denied for following reason(s): _____</p> <p>_____</p> <p>Signature _____ Date _____</p>	<p>OTL Use Only: Royalty: <input type="checkbox"/> Due <input type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with changes: _____</p> <p><input type="checkbox"/> Denied for following reason(s): _____</p> <p>_____</p> <p>Signature _____ Date _____</p>
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