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

**Muñoz Brandz**
8919 Rossash Rd.
Cincinnati, OH 45236
Contact: Jon Zwitt
Phone: (513) 744-4048
Fax: (513) 233-7979
e-mail: jon@munozbrandz.com

**Proforma Albrecht & Co.**
3975 Port Union Blvd.
Fairfield, Ohio 45014
Contact: Mrs. Kate Gottschalk
Phone: (513) 543-5409
Fax: (800) 353-2608
e-mail: kgotts@albrechtco.com

**Smile Promotions**
PO Box 8122
Bloomington, IN 47407
Contact: Rula Hanania
Phone: (812) 323-9290
Fax: (800) 353-2608
e-mail: rhanania@smilepromotions.com

**Touchstone Merchandise Group**
7200 Industrial Row Road
Mason, OH 45040
Contact: Justin Warren
Phone: (513) 383-2631
e-mail: jwarren@tmgideas.com