



**REQUEST TO USE THE IDENTIFYING TRADEMARKS OF  
 THE UNIVERSITY OF TEXAS AT AUSTIN AND McCOMBS SCHOOL OF BUSINESS**

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," McCombs official logos, the word "McCombs" or any variation of the school name.

**For promotional items, submit this form to an approved, licensed printer (link to url to download .pdf). The vendor must provide a full (front and back) drawing showing placement of official logos and other artwork and text on the item. Send the form and the drawing to the McCombs Office of Communication, located in GSB 5.170. If your request is approved, we submit the request to the UT Office of Trademarks Licensing on your behalf. You (or your vendor) may submit the request: McCombs Office of Communications, ATT: Kim Brown, PHONE 232-6048; e-mail: [logorequest@mcombs.utexas.edu](mailto:logorequest@mcombs.utexas.edu); deliver to GSB 5.170 or campus mail: Code B6000.**

**UT's Office of Trademarks Licensing will contact the vendor whether your request is approved, approved with changes, or denied. Check with your vendor regarding the status. Please allow 8-10 business days for the approval process. If the item is approved with changes, the vendor should make the necessary changes and proceed with production. There is no need to go submit a revised drawing unless directed by the UT Office of Trademarks Licensing. If requested and received approval on an exact item with the same vendor before, you still must submit a new request. Each request for production must be approved by UT Trademarks and Licensing.**

Date Submitted: \_\_\_\_\_ Date Received by McCombs Office of Communications: \_\_\_\_\_

Product: \_\_\_\_\_ Quantity: \_\_\_\_\_  
 Product will be: (check all that apply) Proceeds will be used for: (check one)

- |   |  |
|---|--|
| <input type="checkbox"/> Sold to general public       | <input type="checkbox"/> Educational programs              |
| <input type="checkbox"/> Given to members only        | <input type="checkbox"/> Support of philanthropy           |
| <input type="checkbox"/> Sold to members only         | <input type="checkbox"/> Social events (description) _____ |
| <input type="checkbox"/> For faculty & staff _____    |  |
| <input type="checkbox"/> For members of a dept. _____ |  |
| <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Other _____                       |

**If Special Event:** \_\_\_\_\_ Title of event \_\_\_\_\_ Date of event \_\_\_\_\_

Name of licensed screen printer: \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_ (Before submitting this form, it's important to verify with your vendor that they are licensed to use official UT logos through Collegiate Licensing Company for UT and they in good standing as a vendor with the State of Texas. If they are not, your request will not be approved even though the use of the logo may be correct.)



**Graphic showing proposed design must be attached.**

Cost to you per unit: \$ \_\_\_\_\_ Product will be sold for: \$ \_\_\_\_\_

Product color: \_\_\_\_\_

Name of organization making request \_\_\_\_\_ Person making request \_\_\_\_\_

Address \_\_\_\_\_ Signature \_\_\_\_\_

City State Zip \_\_\_\_\_ Day time phone \_\_\_\_\_

**For McCombs Office of Communications Use Only:**

Approved

Approved with changes:

Denied for following reason (s): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Trademark Licensing Office Use Only:**

Approved

Approved with changes: \_\_\_\_\_

Denied for following reason (s): \_\_\_\_\_

Royalty:

Due

Exempt

Signature \_\_\_\_\_ Date \_\_\_\_\_