



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

August 12, 2013

Re: Purchasing Policy: Use of UCSB name/logo  
To: All-Students, All-Faculty Listservs

Please note:

Any purchases using UCSB funds from non-UCSB vendors that include items (eg printed goods, flyers, t-shirts) with the UCSB name and/or logo must be reviewed by the campus Purchasing dept *prior* to an order being placed. This allows appropriate terms and conditions to be added to the purchase order. Note that this step adds some time so please ensure that you factor that in when requesting an order. These items should *not* be purchased by individuals out of pocket and then reimbursement requested from UCSB funds.

Thank you.

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