

Required form for purchases of Northland branded apparel, equipment, and supplies.

Purchase orders are required for all purchases. Credit cards may not be used.

* Required Information

*Requester Name: *Request Date:

*Description of Requested Item(s):

VENDOR & COST

NOTE: Vendors MUST be an approved vendor through Marketing's onboarding process. See list of licensed vendors at: northlandcollege.edu/brand

*Vendor Name: *Vendor Contact:

*Est. Cost: *Cost Center:

*Funds Available: YES NO

DEAN/ADMINISTRATOR SIGNATURE **DATE**

BRAND TRADEMARK APPROVAL
All proof design mock-ups requested from the vendors. (ATTACHED)

*Marketing Review: **APPROVED** **DENIED**
If proof design denied, explain.

MARKETING DIRECTOR SIGNATURE **DATE**

NOTE: Marketing Director will copy Supervisor on final approved design proofs.

*Order Placed: YES NO *Purchase Order: # *Order Date: