

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Blinn College District Approved Vendors for Apparel and Promotional Items* **EFFECTIVE DATE:** May 1, 2012; amended March 31, 2015, May 19, 2020
BOARD POLICY REFERENCE: CFE

PURPOSE

To ensure quality and consistency in the use of the College's name and logos, all items bearing the reference to Blinn College District must be produced by manufacturers licensed through the College's licensing agent, Collegiate Licensing Company (CLC). This group of vendors, listed on myBLINN, will be the College's official "[Approved Vendors](#)" for all apparel and promotional item orders. Having this group of Approved Vendors for this specific type of order will help streamline the process and make it more efficient on all parties involved. Only vendors who are included on Blinn's Approved Vendors list can be used for this type of purchase.

AUTHORITY

Blinn Logos are the trademark signature of Blinn College District and intended for the exclusive use of the College. All official Blinn logos and verbiage (i.e. "Blinn College," "Blinn College Buccaneers," "Blinn," "Blinn Buccaneers"...) must be approved prior to any type of usage. No reproduction of this visual signature may be used by any vendor, individual, company, organization or entity for any purpose without the permission of the Blinn College Office of Marketing and Communications.

In exchange for inclusion on this list, these vendors have pledged to provide competitive and fair pricing for all Blinn clients, they will strive for first-rate service and the quickest turn-around times possible, and to adhere to Blinn's branding guidelines.

DEFINITIONS

The term "promotional items" can be defined in many ways. Our definition includes, but is not limited to, items such as: apparel, awards, bags, business supplies, calendars, caps/hats, folios/notebooks, mouse pads, notepads, pens/pencils, refrigerator magnets, sports items, and travel gear.

IMPORTANT POINTS

- Blinn employees and students are required to use one of the Approved Vendors when ordering apparel and/or promotional items. If an order is submitted to purchasing with a vendor that is not on the Approved Vendors list, the order will be declined.
- The College engages in an ongoing review of the Approved Vendors list. If you have a vendor that you would like added to the list, you can submit that name to purchasing and they will contact that vendor and see if a partnership is possible.
- The vendor cannot start on your order until they have received an approved Blinn purchase order.

PROCEDURES FOR OBTAINING ART & PRODUCT APPROVALS

1. Contact one of the vendors listed on the Blinn Approved Vendor list directly for any design that includes the Blinn name and/or logo.

2. Work with the vendor in the designing of your desired artwork and delivery date details ***NOTE: Vendors should be given ample time to complete the job – it's best to allow at least 10-14 days for printing and delivery of your order.**
3. Via CLC, the licensed vendor will submit your design to the Office of Marketing and Communications for approval.