

COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 3-5

1. **Procedure Title:** Contracting for the Use of University Marks
2. **Procedure Purpose and Effect:** CSU-Pueblo uses a central communications model to ensure quality and adherence to a brand and graphic standards.
3. **Application of Procedure:** This procedure applies to the Purchasing Department and the department procuring or providing the goods or services.
4. **Exemptions:** None.
5. **Definitions:** None.
6. **Procedure Statement:**

Contracts wherein the University is providing goods containing the University's marks and contracts for the purchase of goods using the University's marks, including print, photocopier services, photography, video, and electronic media services, must be approved by the Office of Marketing, Communication, and Community Relations and the Office of the General Counsel.

7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.