



Trademarks and Licensing

OCTOBER 2019 NEWSLETTER | ISSUE 22



2019 Football Promotional Schedule

September 7 vs. Vanderbilt: Hammer Down Cancer Day

September 14 vs. TCU: Band Day

September 28 vs. Minnesota: Military Appreciation Day

October 12 vs. Maryland: Homecoming

October 26 vs. Illinois: Family Weekend, Kids Club Day

November 2 vs. Nebraska: Ag Day

November 30 vs. Indiana: Old Oaken Bucket Game/Senior Day



2019 Men's Basketball Promotional Schedule

Tickets available October 15

November 1 vs. Southern Indiana: Schedule Magnet Giveaway

November 6 vs. Green Bay: Big Ten Championship Replica Ring Giveaway

November 16 vs. Chicago State: Food & Fun Pack

November 23 vs. Jacksonville State: Star Wars Day

December 4 vs. Virginia: T-Shirt Game

December 8 vs. Northwestern: Big Ten Home Opener

January 24 vs. Wisconsin: Hammer Down Cancer

February 22 vs. Michigan: Brad Miller Bobblehead Giveaway

February 27 vs. Indiana: Boilermaker Blackout

March 7 vs. Rutgers: Senior Day

Calling all headwear producers!

#FreeHatWednesday is the staple social media program of @RepPurdue. Unfortunately, however, we are experiencing a shortage of new Purdue hats and other items to share with our followers. If you are interested in donating product to be a part of this program, please contact Rachel Gerdes at gerdesr@purdue.edu.



Product Coding in BrandManager 360

We understand that the transition to BrandManager 360 has been challenging, so we want to make sure that you have all of the necessary resources to use the system successfully. Please view the attached product category lists and codes for apparel and non-apparel products.



Delegation Instructions for Purchasing

Internal Licensees Only

Purdue Procurement Services is in the process of creating a framework for the delegation of purchasing for campus staff and anticipates distributing this information to the enterprise campus within the next few weeks. We would like to provide this information to make you as the vendor aware of our guidelines, in order to reduce confusion or concerns. To review all current solicitations, please visit the Procurement webpage at www.purdue.edu/business/procurement and click on “Open Bid Opportunities”. Please view the attached table for delegation details.

Newsletter Distribution

Do others in your organization need to receive the newsletter? If you would like to add anyone to the distribution list, please email Rachel Gerdes at gerdesr@purdue.edu with their information and they will be added to the list to receive newsletters in the future.

Licensing Questions?

If you have questions regarding artwork, logos, or other order details please contact Erika Austin prior to other university entities. If necessary, Erika will discuss the question with the appropriate campus individuals and relay any information back to you. Erika Austin should always be your primary licensing contact.

Internal Licensee List Edits

If you are an internal licensee, please check the internal licensee list posted on the Purdue Trademarks & Licensing website to make sure we have your correct company information. Updated information is crucial as we refer the campus community to this list when they are looking to order product. Please email any changes to Rachel Gerdes at [@gerdesr@purdue.edu](mailto:gerdesr@purdue.edu). [Click here to view the list.](#)

Licensee Fair Thank You

Special thanks to the 19 internal licensees that participated in this year's Licensee Fair. We had over 100 attendees representing 54 campus departments or student organizations.



CLC Merger Information

Following the CLC merger, the licensing department was restructured to all for a "two-pronged approach based on licensee volume and needs." Please see below for the full message sent by CLC regarding the change.

"Moving forward, we will have two teams – one that serves top licensees across a large number of institutions, and one that serves smaller licensees or those with limited distribution.

There are 215 licensees that make up more than 85% of all collegiate licensed sales and institution royalty revenue. These companies are often licensed with a large number of institutions and are heavily invested and committed to the college business in terms of sales, service, marketing, product assortment and distribution. To best serve these licensees and ensure the engagement necessary to maximize their college business and revenue for your program, we will have a team dedicated to serving these 215 companies. This 12-member team will be headed by Joe Hutchinson, our SVP Licensing. There will be strategic licensing account teams led by Jessica Austin (apparel) and Dave Kirkpatrick (non-apparel) that focus on these licensing partners in order to better facilitate communication and planning amongst our staff, partner institutions, and retailers as we collaborate on future merchandise programs.

We will have another licensing team that will work with the remainder of licensees, which often have fewer institutions under their license, more limited distribution, college is a small percentage of their business, and/or they only provide product for internal campus consumption. This 14-member team will be headed by Wes Richard, SVP of Operations and Innovations and Jenny Wallace will lead the day-to-day management of staff and processes, as well as lead strategy with an institution's internal program. This team will not have specific licensee account assignments, but rather work cohesively across all licensing processes and phases, mitigating delays in response time. This approach will provide quicker turn for licensing processes, answering questions and solving problems to improve the speed-to-market of collegiate products.

To improve response time and service for this large group of licensees, we have established central email addresses for specific licensing questions, which will then be fielded by the licensing team. We are sharing these with licensees, but wanted to make sure you had them for your use as well:

licensing@clc.com - general licensing email address

insurance@clc.com - insurance-related questions

requests@clc.com - questions about new license, product, distribution, or distributor requests

artwork@clc.com - artwork questions

royalties@clc.com - royalty reporting questions

renewals@clc.com - renewal questions

We are excited to move forward with this new approach, as we believe it will best serve our licensees and our partner institutions. Should you have any questions about this new structure, please contact your Partner Services Representative."

OCTOBER 2019 @REPPURDUE

SOCIAL MEDIA CALENDAR



October 1 – We will be partnering with UGApparel to host a Tweet-to-win giveaway for a Purdue Boyfriend Plaid shirt.

October 2 – #FreeHatWednesday – Every Wednesday, @RepPurdue does a “Free Hat Wednesday” giveaway where Twitter users are encouraged to follow and retweet for a chance to win a free cap.

October 4 – National Golf Lover’s Day – We will be highlighting golf merchandise, including apparel and other product.

October 9 – #FreeHatWednesday

October 10 – National Handbag Day – We will be promoting Purdue handbags.

October 12 – Purdue Football vs. Maryland – Homecoming – We will be holding a Tweet-to-win giveaway for a mini space helmet/Cradle of Astronauts tee bundle. We will be holding an Instagram giveaway for a Fan Creations home décor sign.

October 16 – #FreeHatWednesday

October 18 – #FlyYourFlagFriday – We will be holding a Tweet-to win giveaway for a Purdue flag.

October 23 – #FreeHatWednesday

October 26 – Purdue Football vs. Illinois – We will be promoting Purdue football apparel.

October 28 – #SockItToEmSaturday - One Saturday each month @RepPurdue will be holding a Tweet-to-win giveaway for a pair of Purdue socks from FBF Originals.

October 30 – #FreeHatWednesday

Please contact Rachel Gerdes at gerdesr@purdue.edu if you are interested in donating product for any of these campaigns!

Apparel Product Category List

**Subcategories should be denoted in the system for artwork and royalty reporting as category#letter-subcategory# (example: 01A-1 for Men's Unisex T-shirts).
Advance category A fees apply.**

01A Men's/Unisex T-shirts***

1. Men's/Unisex T-shirts (short sleeve - cotton)
3. Men's/Unisex T-shirts (short sleeve - synthetic)
4. Men's/Unisex T-shirts (short sleeve - blend)
5. Men's/Unisex T-shirts (long sleeve - cotton)
6. Men's/Unisex T-shirts (long sleeve - synthetic)
7. Men's/Unisex T-shirts (long sleeve - blend)
8. Men's/Unisex Tank Tops (cotton)
9. Men's/Unisex Tank Tops (synthetic)
10. Men's/Unisex Tank Tops (blend)

01B Men's/Unisex Outerwear

1. Men's/Unisex Jackets
2. Men's/Unisex Rainwear
3. Men's/Unisex Polar Fleece
4. Men's/Unisex Windshirts
5. Men's/Unisex Windsuits & Warm-ups

01C Men's/Unisex Other Headwear

1. Men's/Unisex Knit Caps
2. Men's/Unisex Visors
3. Men's/Unisex Bucket Caps
4. Men's/Unisex Straw Hats
5. Men's/Unisex Other Headwear Styles

01D Men's/Unisex Combo-Packaged Products

1. Men's/Unisex same product combo-pack
2. Men's/Unisex multiple apparel product combo-pack
3. Men's/Unisex T-shirt/headwear combo-pack
4. Men's/Unisex Fleece/headwear combo-pack
5. Men's/Unisex Apparel/Non-Apparel product combo-pack

01E Jerseys/Uniforms

1. Replica Football Jerseys
2. Replica Basketball Jerseys & Shorts
3. Replica Hockey Jerseys
4. Replica Baseball Jerseys
5. Replica Shooting Shirts/Tear-away pants
6. Replica Jerseys-other
7. Vintage/Throwback Jerseys
8. Fashion Jerseys
9. Authentic Football Jerseys
10. Authentic Basketball Jerseys & Shorts
11. Authentic Hockey Jerseys
12. Authentic Baseball Jerseys
13. Authentic Shooting Shirts/Tear-away pants
14. Authentic Jerseys-other
15. Cycling Jerseys

01F Infant/Toddler Apparel

1. T-shirts (sizes 0-4T)
2. Sleepwear (sizes 0-4T)
3. Infant/Toddler Headwear
4. Jerseys/Uniforms (sizes 0-4T)
5. Cheerleader Uniforms (sizes 0-4T)
6. Beachwear (sizes 0-4T)
7. Outerwear (sizes 0-4T)
8. Boy's Fashion Tops & Bottoms (sizes 0-4T)
9. Girl's Fashion Tops & Bottoms (sizes 0-4T)
10. Fleece Tops & Bottoms (sizes 0-4T)
11. Onesies
12. Combo-Packaged Infant/Toddler Products
13. Misc. Apparel (sizes 0-4T)
14. Dresses (sizes 0-4T)
15. Performance Apparel (sizes 0-4T)
16. Infant/Toddler Accessories

01G Youth Apparel

1. T-shirts (sizes 5-20)
2. Sleepwear (sizes 5-20)
3. Youth Headwear
4. Jerseys/Uniforms (sizes 5-20)
5. Cheerleader Uniforms (sizes 5-20)
6. Beachwear (sizes 5-20)
7. Outerwear (sizes 5-20)
8. Boy's Fashion Tops & Bottoms (sizes 5-20)
9. Girl's Fashion Tops & Bottoms (sizes 5-20)
11. Girls & Boys Golf/Polo shirts (sizes 5-20)
12. Performance Apparel (sizes 5-20)
13. Athletic Apparel (sizes 5-20)
14. Combo-Packaged Youth Products
15. Misc. Apparel (sizes 5-20)
16. Dresses (sizes 5-20)
17. Fleece Tops (sizes 5-20)
18. Fleece Bottoms (sizes 5-20)

01H Men's Fashion Apparel

1. Men's Golf/polo shirts
2. Men's Denim & Dress Shirts
3. Men's Fashion Tops
4. Men's Rugby Shirts
5. Men's Henleys & Thermals
6. Men's/Unisex Turtlenecks
7. Men's Sweaters
8. Men's/Unisex Non-Fleece 1/4 Zip Top
9. Men's Blazers
10. Men's/Unisex Athletic Shorts (excluding Basketball Shorts)
11. Men's/Unisex Fashion Bottoms
12. Men's Beachwear
13. Men's Misc. Apparel
14. Men's/Unisex Scrubs

01I Women's T-shirts***

1. Women's T-shirts (short sleeve - cotton)
20. Women's T-shirts (short sleeve - synthetic)
21. Women's T-shirts (short sleeve - blend)
22. Women's T-shirts (long sleeve - cotton)
23. Women's T-shirts (long sleeve - synthetic)
24. Women's T-shirts (long sleeve - blend)

01J Men's/Unisex Fleece***

1. Men's/Unisex Fleece Tops (crew neck - cotton)
2. Men's/Unisex Fleece Tops (crew neck - synthetic)
3. Men's/Unisex Fleece Tops (crew neck - blend)
4. Men's/Unisex Fleece Tops (hooded - cotton)
5. Men's/Unisex Fleece Tops (hooded - synthetic)
6. Men's/Unisex Fleece Tops (hooded - blend)
7. Men's/Unisex Fleece Bottoms (cotton)
8. Men's/Unisex Fleece Bottoms (synthetic)
9. Men's/Unisex Fleece Bottoms (blend)

01K Men's/Unisex Loungewear & Sleepwear

1. Men's/Unisex Sleepwear Sets
2. Men's/Unisex Robes
3. Boxer Shorts
4. Men's/Unisex Misc. Loungewear
5. Men's Briefs/Underwear
6. Men's/Unisex Pajama Bottoms/Lounge Pants

***Men's/Unisex and Women's T-shirt & Fleece (01A, 01I, 01J, and 01S) Categorization Guide:
Cotton – 100% cotton garment
Synthetic – garment comprised of 51%+ polyester
Blend – any other combination of fabrics

01L Men's/Unisex Performance Apparel*

1. Men's/Unisex Performance T-shirts (Loose)
2. Men's/Unisex Performance T-shirts (Compression)
3. Men's/Unisex Performance Bottoms (Loose)
4. Men's/Unisex Performance Bottoms (Compression)
5. Men's/Unisex Performance Outerwear (Heavyweight)
6. Men's/Unisex Performance Outerwear (Lightweight)
7. Men's/Unisex Performance Fleece
8. Men's/Unisex Performance Golf/Polo Shirts

**Performance Apparel consists of apparel items that have unique construction (i.e. compression/tight gear) and/or fabrications (i.e. moisture-wicking) that assist the wearer during exercise & general athletic tasks. These special characteristics must also be marketed as a feature of the product through hang-tags, jock tags, or other labels on the product.*

01M Clothing Accessories (Category B Fees Apply)

1. Gloves/Mittens/Muffs
2. Socks
3. Ties
4. Cold Weather Knit Scarves
5. Headbands & Wristbands
6. Fashion Scarves

01N Men's/Unisex Structured Closed Back Headwear

1. Men's/Unisex Structured Closed Back Headwear
2. Structured Closed Back Performance Headwear**

01O Men's/Unisex Structured Stretch Fit Headwear

1. Men's/Unisex Structured Stretch Fit Headwear
2. Structured Stretch Fit Performance Headwear**

01P Men's/Unisex Unstructured Closed Back Headwear

1. Men's/Unisex Unstructured Closed Back Headwear
2. Unstructured Closed Back Performance Headwear**

01Q Men's/Unisex Adjustable Wool Blend Headwear

1. Men's/Unisex Adjustable Wool Blend Headwear
2. Adjustable Wool Blend Performance Headwear**

01R Men's/Unisex Adjustable Non-Wool Headwear

1. Men's/Unisex Adjustable Non-Wool Blend Headwear
2. Adjustable Non-Wool Blend Performance Headwear**

***Performance Headwear consists of headwear that has unique construction and/or fabrications (i.e. moisture-wicking) that assist the wearer during exercise & general athletic tasks. These special characteristics must also be marketed as a feature of the product through hang-tags, jock tags, or other labels on the product.*

01S Women's Fleece***

1. Women's Fleece Tops (crew neck - cotton)
2. Women's Fleece Tops (crew neck - synthetic)
3. Women's Fleece Tops (crew neck - blend)
4. Women's Fleece Tops (hooded - cotton)
5. Women's Fleece Tops (hooded - synthetic)
6. Women's Fleece Tops (hooded - blend)
7. Women's Fleece Bottoms (cotton)
8. Women's Fleece Bottoms (synthetic)
9. Women's Fleece Bottoms (blend)

01T Women's Outerwear

1. Women's Jackets & Vests
2. Women's Rainwear
3. Women's Polar Fleece
4. Women's Other Outerwear

01U Women's Headwear

1. Women's Baseball Caps
2. Women's Fashion Headwear

01V Women's Jerseys & Performance Apparel*

1. Women's Authentic Jerseys
2. Women's Replica Jerseys
3. Women's Fashion Jerseys
4. Women's Performance Golf/Polo Shirts
5. Women's Performance Tops (includes T-shirts, tank tops)
6. Women's Performance Bottoms (includes compression/loose shorts, yoga pants, etc)

**Performance Apparel consists of apparel items that have unique construction (i.e. compression/tight gear) and/or fabrications (i.e. moisture-wicking) that assist the wearer during exercise & general athletic tasks. These special characteristics must also be marketed as a feature of the product through hang-tags, jock tags, or other labels on the product.*

01W Women's Fashion Tops

1. Women's Golf/Polo Shirts (non-performance)
2. Women's Tank Tops
3. Women's Woven Shirts
4. Women's Knit Tops
5. Women's Sweaters
6. Women's Blazers
7. Maternity Apparel

01X Women's Fashion Bottoms

1. Women's Shorts
2. Women's Pants, Jeans, Leggings
3. Women's Skirts
4. Women's Dresses
5. Rompers/Overalls/One Pieces

01Y Women's Loungewear, Activewear, Misc.

1. Women's Lingerie
2. Women's Lounge Bottoms
3. Women's Sleep Shirts/Chemises
4. Women's Robes
5. Women's Sleep Sets
6. Women's Exercise Tops (non-performance)
7. Women's Exercise Bottoms (non-performance)
8. Women's Swimwear & Cover-Ups
9. Women's Misc. Apparel
10. Women's Combo-Packaged Products
11. Women's Sports Bras/Bandeau Tops

Non-Apparel Product Category List

Subcategories should be denoted in the system for artwork and royalty reporting as category#letter-subcategory# (example:02A-1 for Buttons-lapel/dress).

02A Jewelry

1. Buttons (lapel/dress)
2. Cloisonne & Lapel pins
3. Watches
4. Tie Tacks/Cuff Links
5. Money Clips
6. Bracelets & Charms
7. Earrings
8. Necklaces & Pendants
9. Fan/Championship Rings

02B Class Rings

1. Class Rings

02C Personal Accessories

1. Eyewear
2. Wallets
3. Hair Accessories
4. Umbrellas
5. Luggage
6. Emblems/Patches
7. Belt Buckles
8. Belts/Suspenders
9. Bandanas
10. Personal Accessories - Misc.
11. Tote Bags
12. Briefcases/Computer Bags
13. Toiletry/Comestic Bags
15. Shoelaces & Shoe Accessories
16. Eyewear Accessories
17. Purses

02D Drinkware

1. Plastic Cups
2. Plastic Single Wall Tumbler
3. Plastic Double Wall Tumbler
4. Stainless Steel Tumbler
5. Mugs/Steins (with handle)
6. Glassware/Barware
7. Ceramic Drinkware
8. Plastic Sport Bottle
9. Sport Bottle - Misc.
10. Shot Glasses
11. Flasks
12. Drinkware - Misc.
13. Metal Cups
14. Concession Cups

03A Domestics

1. Bedspreads/Comforters
2. Blankets
4. Bed Linens
5. Linens
7. Bathroom Accessories
8. Wall Hangings (Decorative)
9. Kitchen Accessories
11. Domestics - Misc.
12. Clocks
13. Doormats/Mats
14. Door Accessories
15. Fabric & Ribbons
16. Mirrors
17. Pillows
18. Plants & Accessories
20. Wastebaskets/Trash Cans
22. Picnic Baskets
23. Afghans
24. Throws
25. Cushions
26. Bath Towels
27. Beach Towels

03B Furniture/Furnishings

2. Bean Bags
3. Lamps & Accessories
4. Memorial Products
6. Collapsible Furniture
7. Tables
8. Yard accessories
9. Wallpaper & Borders
11. Paint
12. Furniture/Furnishings - Misc.
13. Flooring
15. Night Lights
17. Tools
18. Grills
19. Appliances
20. Grilling Accessories
21. Indoor Chairs
22. Patio Chairs
23. Outdoor Collapsible Chairs
24. Beach Chairs
25. Yard Signs

03C Office Products

2. Bulletin Boards
3. Desk Accessories
4. Picture Frames
5. Diploma Frames
6. Recognition Awards
7. Computer Accessories
9. Office Products - Misc.

03D. Housewares

4. Bowls
5. Ice Buckets/Wine Chillers
7. Coasters
8. Soft-Sided Coolers
11. Tableware/Dishes
14. Housewares - Misc.
15. Trays/Platters
17. Barware Accessories
20. Reusable Shopping Bags
21. Hard-Sided Coolers

04A Automobile Products

1. Bumper Stickers
2. Car Tags/License Plates
3. Car Flags
4. Car Magnets
5. Tire Covers
6. Seat & Headrest Covers
7. Hood & Hitch covers
8. Floor Mats
9. Air Freshener
10. Window Decals
12. Automobile Products - Misc.
13. Auto Emblems
14. Car Wraps

04B Collectibles

1. Coins/Medallions
2. Commemorative Plates
3. Figurines
5. Replica Buildings/Stadiums
6. Die-cast Vehicles
8. Collectibles - Misc.
9. Water Globes
10. Bobbleheads
11. Replica Helmets (full-sized & mini)

04C Signage Products

1. Flags/banners
3. Pennants
4. Signs
5. Wind Socks
6. Illumination Devices
7. Garden Flags

04D Miscellaneous Gifts & Novelties

1. Banks
3. Magnets
4. Key Chains/ I.D. tags
5. Koozies
6. Lighters
8. Musical Novelties/Instruments
9. Pet Products
11. Stadium Seats/Cushions
12. Storage Containers/Organizers
13. Candles/holders/Warmers
14. Fan Buttons
16. Birdhouses & Feeders
17. Tattoos (Removable)
18. Lanyards
19. Shakers/Foam Hands
21. Gifts & Novelties - Misc.
23. Novelty Headwear
24. Flashlights

04E Holiday Accessories

1. Ornaments
2. Christmas Figurines
3. Stockings
4. Christmas Accessories - Misc.
5. Halloween Accessories
6. Holiday Accessories - Misc.

05A Stationery

1. Balloons
2. Greeting Cards/Note Cards
3. Notepads
6. Stickers/Labels
7. Stationery - Misc.
8. Stationery
9. Photo Albums
10. Scrapbooks & Accessories

05B Checks

1. Checks
2. Checkbook Covers

05C Paper products

1. Napkins
2. Disposable Plates and/or Cups
3. Wrapping Paper/Ribbons
4. Gift Bags/Boxes
6. Paper Products - Misc.

05D School supplies

1. Graduation Announcements
2. Writing Instruments
4. Ring Binders
5. Notebooks
6. Desk Calendar
7. Folders
8. Portfolios
9. Planners
10. School Supplies - Misc.
11. Graduation Supplies

05E Publishing

1. Cookbooks
2. Wall Calendars
3. Posters
4. Books
5. Lithographs/Prints (Framed & Unframed)
6. Printing/Publishing - Misc.
7. Children's Books
8. Marketing & Advertising Materials
9. Canvas Prints
10. Photography Based Products

06A Sports Equipment

1. Backpacks/Fanny Packs
2. Baseball/Softball Accessories
3. Basketball Accessories
4. Bowling Accessories
5. Fishing Accessories
6. Football Accessories
7. Golf Accessories
8. Golf Bags
9. Golf Clubs
10. Golf/Sport Towels
11. Golf Balls
12. Athletic Bags
13. Canopies (for shade)
14. Sports Equipment - Misc.
15. Swimming Pool Accessories
16. Billiard Accessories
17. Tents/Camping Equipment
18. String Backpacks

06B Balls

1. Collectible (full-sized & mini)
2. Competition/Leather
3. Rubber - Full-Size
4. Rubber - Mini
5. Foam/Plush (full-sized & mini)
6. Vinyl (full-sized & mini)
7. Balls - Misc.

06C Toys

1. Plush Mascots
2. Plush - Other
3. Action Figures
4. Toys - Misc.
5. Flying Discs
6. Dolls

06D Games

1. Board Games
2. Playing Cards & Accessories
3. Game tables
4. Puzzles
5. Games - Misc.
6. Tailgate Games

07A Video Games

1. Video Games
2. Mobile Video Games

07B Consumables

1. Food
2. Chocolate
3. Beverages
4. Bottled Water
5. Consumables - Misc.
6. Ice Cream
7. Condiments/Seasonings
8. Salty Snacks
9. Gum
10. Mints
11. Non-Chocolate/Sugar Confections

07C Health/Beauty

1. Cologne/Perfume
2. Soaps/Lotions
3. Toothbrushes
4. Health & Beauty - Misc.
5. Nail Accessories
6. Cosmetics
7. Medical Accessories

07D Infant Products

1. Booties & Shoes
2. Bibs
3. Bottles
4. Strollers
5. Blankets
6. Diapers
7. Infant Products - Misc.
8. Car Seats
9. Diaper Bags
11. Infant Plush/Toys
12. Infant Dishes/Cups
13. Infant Bedding
14. Infant/Toddler Towels

07E Footwear

1. Slippers
2. Sandals
3. Sneakers
4. Footwear - Misc.
5. Flip Flops
6. Golf Shoes
7. Cowboy Boots

07H Electronics & Content

3. MP3 Players
4. Cameras
5. Phones
6. Mobile Content (Apps, Ringtones & Wallpaper)
9. Computers/Laptops/Tablets
12. Speakers
13. Phone/Tablet Cases
14. Media Player Accessories

07I: Trading Cards

1. Trading Cards

September 10, 2019

RE: Delegation instructions for purchasing

Purdue Procurement Services is in the process of creating a framework for the delegation of purchasing for campus staff and anticipates distributing this information to the enterprise campus within the next few weeks. We would like to provide this information to make you as the vendor aware of our guidelines, in order to reduce confusion or concerns. To review all current solicitations, please visit the Procurement webpage at www.purdue.edu/business/procurement and click on “Open Bid Opportunities”.

| Amount | Procurement Method | Responsible Person | Payment Options - in order of Procurement recommendation |
|---------------------|---|----------------------|---|
| Less than \$1,000 | Informal Solicitation Recommended | Department Delegate | Purchase Order, (begins with a requisition in the eProcurement system) P-card, Direct Invoice (to be avoided when supplier accepts other options) |
| \$1,000-\$5,000 | Informal Solicitation Request for Quotation - Verbal | Department Delegate | Purchase Order, (begins with a requisition in the eProcurement system) P-card, Direct Invoice (to be avoided when supplier accepts other options) |
| \$5,000-\$9,999 | Informal Solicitation Request for Quotation - Written | Department Delegate | Purchase Order, (begins with a requisition in the eProcurement system) Direct Invoice (to be avoided when supplier accepts other options) |
| \$10,000 or greater | Formal Solicitation Competitive Bid, Request for Proposal, Request for Information (RFI may not result in a purchase) | Procurement Services | Purchase Order, (begins with a requisition in the eProcurement system) Direct Invoice (to be avoided when supplier accepts other options) |

Please contact Mari Wiesner, category management manager, 765-494-1876, mawiesner@purdue.edu, with any questions or concerns.