

TO: University of Maryland Extension Faculty and Staff

FROM: Aly Valentine  
Assistant Director of Operations

DATE: April 13, 2018

RE: Using Approved Vendors when ordering merchandise with Extension logo

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I would like to bring your attention to an important procedure we have in place for ordering marketing materials and clothing. University of Maryland Extension is a branded mark of the University of Maryland. If you wish to have that image reproduced, we MUST use an approved vendor. I am attaching the most current list of approved vendors for your reference. If you have a vendor that you would like to use, they do have the option to become licensed with the University. Please contact Sagan Harlin [sharlin6@umd.edu](mailto:sharlin6@umd.edu) in the office of Trademarks and Licensing for further information.

The current process is:

1. Select an approved vendor from the Licensee list.
2. Complete the [Royalty Waiver form](#) and submit to Sagan Harlin [sharlin6@umd.edu](mailto:sharlin6@umd.edu). You must also attach the file that you plan to supply to the vendor.
3. Approved Royalty Waiver form is returned to you.
4. Place your order. *Please note: It is your responsibility to supply the approved Royalty Waiver form to the vendor for their files.*

Please remember to build extra time into your ordering process to include the approval of the Royalty Waiver form.

If you would like to learn more, it is located on the University's [Trademarks and Licensing page](#).