



# Royalty Waiver Request

## UAF Dining Services and Contract Operations

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Phone: (907) 474-6661 Fax: (907) 474-5707

E-Mail: [uaf.aux@alaska.edu](mailto:uaf.aux@alaska.edu)

A royalty waiver is only granted for those items produced as giveaways to be used to promote UAF programs or events. All other uses of trademarks on products resulting in a profit gain are subject to royalty charges. This includes sales for fundraising projects, sales to individual members of an organization, or if the price of an item is built into a fee (i.e. event registration). A royalty waiver request must be submitted each time an order is made with a vendor.

Requestor:

Department/Club/Organization

Phone

Contact Name

Email

Event:

Description

Date(s)

Product Used For:

- ☐ Internal Employee/Organizational Use
- ☐ Fund Raiser
- ☐ Promotional Giveaway
- ☐ Other \_\_\_\_\_

Product Description and Quantity: \_\_\_\_\_

Note: Artwork must be electronically submitted to [uaf-logo@alaska.edu](mailto:uaf-logo@alaska.edu) for approval.

Name of Vendor: \_\_\_\_\_

Fax Number

Email

NOTE: Vendor must be a licensed vendor with University of Alaska Fairbanks. For a list of licensed vendors please visit <https://www.uaf.edu/finserv/trademark-logo-use/>. Questions: email [uaf.aux@alaska.edu](mailto:uaf.aux@alaska.edu)

Requestor Signature

Date

### OFFICIAL USE ONLY

☐ Approved

☐ Denied

Comments: \_\_\_\_\_

DSCO Representative Signature

Date