



To have the use of the logo approved, fill out the information below and send it with a PDF sample of the item to be approved to brand@walton.uark.edu. Requisitions for promotional items are the responsibility of the ordering department. A minimum of THREE working days is required for permission to be issued.

CONTACT INFORMATION

College/School/Division: _____

Department: _____

Contact Name: _____

Contact Email: _____@uark.edu

Contact Phone: _____

Contact Fax: _____

PROMOTIONAL ITEM INFORMATION

Name of Item: _____

Type of Item (shirt, lapel pin, etc): _____

Quantity: _____

Date Due: _____

Delivery Location: _____

Reason for Item: _____

Vendor: _____

Item Manufacturing Country of Origin*: _____

**In 2025, the state of Arkansas created language limiting the use of state funds to purchase promotional items from China. Click [HERE](#) to read more.*

Approval signature and date