

COLORADO STATE UNIVERSITY
Financial Procedure Instructions
FPI 3-5

1. **Procedure Title:** Contracting for the Use of University Marks
2. **Procedure Purpose and Effect:** CSU 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 Office of Contracting Services 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 Division for External Relations.
7. **Reference and Cross-References:** None.
8. **Forms and Tools:** None.