Required Policy for Ordering T-Shirts.

All request for t-shirts must be sent to Vander Tuig, Paul [pvt@ku.edu](mailto:pvt@ku.edu)  For Athletics Approval. Please send him a quote to review well in advance of the scheduled event. Once he approves the quote. Copy me on the email approval and quote, along with the funding source.

The quote will be submitted as a Purchase Order request and the funding will be encumbered. Then the vendor will need to send you an invoice for which I will submit for payment .