**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 and copy of logo to review **well in advance of the scheduled event**.  Once he approves the logo, copy Lisa Shaw (lshawk@ku.edu) 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