



## Printing Approval Form

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

All printed material intended for any off-campus audience must be reviewed by the unit supervisor, the Director of External Relations and the Provost prior to printing. Final proofs of all collateral and signage must be approved by appropriate parties prior to printing by vendor to ensure that your material is in compliance with all University standards, including placement and use of the new logo. Special permission is required to use the seal. The approval process includes all materials that carry our logo but excludes legally required signage such as those alluding to hazardous wastes, etc.

A PDF of the University style guide with guidelines for usage is available on avshare > ER/PR

For questions regarding logo use please contact Diyosa Carter at [Diyosa.Carter@tu.edu](mailto:Diyosa.Carter@tu.edu) or 8-5805

Brief Description of Item:

Supervisor Requested Changes (if any):

Supervisor Approval:

Date:

External Relations Requested Changes (if any):

External Relations Approval

Date:

Provost Requested Changes (if any):

Provost Approval

Date: