



Merchandise or Promotional Items Policy

The purpose of this policy is to ensure that we maintain a consistent brand and reduce our overall expenses.

Regardless of funding sources, all merchandise, clothing and promotional items must utilize an approved SUNY Potsdam logo and fulfill the purpose of revenue generation including recruitment and fundraising.

Purchasers must follow the purchasing and payables guidelines including appropriate approvals prior to purchase. All items must receive design approval from College Communications via communications@potsdam.edu prior to order. Purchasers must use a licensed vendor through College Communications.