

# Lamar State College Orange

## Advertisement Approval Form

Complete this form **prior to completing** an order that includes items with Lamar State College Orange logos.

The Purchasing Department will not approve payment for your items unless this form has been completed.

The approved Lamar State College Orange logos are available on Blackboard>Support Services>Marketing.

Requisition Number: _____		
Initiator: _____		Date: _____
Description of Purchase:		
<div></div>		
<b>Supervisor</b>	Approve <input type="radio"/>	Disapprove <input type="radio"/>
Comment:		
<div></div>		
Signature: _____		Date: _____
<b>Director of Marketing</b>	Approve <input type="radio"/>	Disapprove <input type="radio"/>
Comment:		
<div></div>		
Signature: _____		Date: _____
<b>Please attach quote and image along with this form for approvals.</b>		