January 8, 2016

**MEMORANDUM**

TO: Deans, Directors, and Department Heads

FROM: Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration

SUBJECT: Clarification for [Departmental Sales Memo](https://www.ncsu.edu/3d-memos/info.php/2015-2016/) dated October 21, 2015

Online transactions and electronic payment collection by colleges, departments, and campus units are allowed through the university’s approved e-commerce process ([read more](https://controller.ofa.ncsu.edu/files/2015/03/PCI-Compliance-Requirements-3D-March-5-2015-signed.pdf)). If campus units need to purchase items to sell through these approved websites, there are several sources of supply. All university colleges, departments, and units are strongly encouraged to use the NC State MarketPlace to purchase these items. All currently available MarketPlace suppliers have followed the procedures and requirements set forth in the Trademark Licensing Rules ([RUL 01.25.01](https://policies.ncsu.edu/rule/rul-01-25-01)).

With the rollout of the university branding initiatives, the Purchasing Department has worked closely with University Communications and the current MarketPlace suppliers to ensure that products containing the university’s “brick” logo are produced within the [university’s brand guidelines](https://brand.ncsu.edu/logo/).

Please contact Eric Shiflett, with any MarketPlace questions, elshifle@ncsu.edu. Or contact Gregg Zarnstorff with trademark licensing questions at gregg\_zarnstorff@ncsu.edu.