

## **Athletics Process for Ozier Orders**

Updated 01.26.2017

1. Coach submits a purchase request form to the Athletics Business Office – Audrey Danbury.
2. Once Purchase Request Form is approved, UWG coach or staff member contacts Ozier and requests a quote and artwork proof.
3. Ozier sends a copy of the quote and artwork proof to the following people:
  - a. Requesting coach or UWG staff
  - b. Audrey Danbury / Athletic Business Office
  - c. University Communications and Marketing (UCM)
  - d. Sherri Shelnut Smith / UWG Trademark Office.
4. Ozier & Athletic Business Office await approval from UCM & UWG Trademark Office.
5. Trademark office and UCM will email all with their approval, or requested changes.
6. Once approvals have been sent via email, Athletic Business Office will issue a requisition.
7. Requisition will process through the electronic approval process for the chart sting funding the purchase.
8. Purchasing will finalize and execute PO.
9. Purchasing will send PO to Ozier, Athletic Business Office, and requesting coach or staff.
10. Invoice will be issued to Athletics for their review and approval prior to being sent to AP.
11. Athletics will review invoice, ensure receipt of goods, and send to AP for payment.

### Additional Items of Relevance:

1. No proofs may be shared publically including on social media, until approved by UCM and Trademark Office.
2. Invoices should not be requested/generated without a purchase ordering having been issued.
3. Ozier will not process an order without a Purchase Order from UWG.
4. If foundation funds will be used for a purchase, requesting coach/staff must submit a Purchase Request form to Audrey, and Audrey will email the proper information to Ozier showing approval to process purchase via UWG Athletic Foundation.
5. According to the current contract, Ozier has 10 business days to produce an order from the date the Purchase Order is received by Ozier.
6. Timeliness of orders is imperative to ensure orders are ready when needed.