Logo Apparel Guidelines

Approved: April 8, 2016

All Division employees are eligible to receive Division-purchased logo apparel as long as it is for a legitimate Division event and adheres to the federal *de minimis* rule.

Logo apparel items will be available at three locations: AES Director’s Office in Fayetteville, CES Director’s Office in Little Rock, and the Vice President’s Office in Little Rock. A shared master log will be maintained to be compliant that no single individual exceeds the federal *de minimis* rule. The Vice President’s Office will monitor the log and distribution of the items.

A Unit Head may make the request for their employees’ apparel item. Requests made through the Little Rock State Office must be made through an Associate Director or Assistant Director. The request must include the size, name and department/unit of person who will receive the item, as well as the event or meeting for which the item is being requested. There must be a legitimate Division event, meeting, speech, presentation, etc. for the item to be worn in order to receive it.

With prior approval of the Associate VP or Vice President, logo apparel may also be purchased at the departmental level with appropriate funds for large meetings or events for which individuals are representing the Division of Agriculture. The same rules apply to such departmental requests; i.e., there must be a legitimate Division event and the purchase must comply with the *de minimis* rule, for which the Unit Head must monitor. A request for approval to purchase such items must include the names of recipients of the item, price of the item, and the event for which the item is being requested. If approved, this information will be recorded in the master apparel log. This reporting is to ensure that no individual person exceeds the federal *de minimis*.

Employees may purchase logo apparel items with non-reimbursable personal funds through several approved vendors listed here: [http://division.uaex.edu/logo-apparel-2016.aspx](http://division.uaex.edu/logo-apparel-2016.aspx).

These vendors have received the Division’s logo standards manual and have pre-designed items for easy selection.

Employees may also take personal apparel items to be embroidered with the Division logo, for which only the cost of embroidery may be reimbursed to the employee with the appropriate funds. This also includes the cost of adding logos to items with the Division logo. ONLY THE COST OF THE EMBROIDERY CAN BE REIMBURSED, AND RECEIPTS MUST BE SUBMITTED.

**ALL LOGO APPAREL MUST ADHERE TO THE DIVISION’S LOGO STANDARDS, FOUND HERE:** [http://uaex.edu/media-resources/docs/logo_guidelines.pdf](http://uaex.edu/media-resources/docs/logo_guidelines.pdf)

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