DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

Logo Apparel Guidelines
Updated: June 28, 2021

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 may be purchased at the unit/departmental level with appropriate funds for employees and meetings or events for which individuals are representing the Division of Agriculture. The purchase of items for each employee must comply with the federal de minimis rule, for which the Unit Head must monitor. A master log should be maintained in the Unit Head's office to ensure that no single individual exceeds the federal de minimis rule. The master log must include each employee's name as well as a list of each item and the unit cost for each item the employee received during the calendar year (i.e., logo items such as padfolios, mugs or clothing as well as sponsored meals or other items). The Unit Head's office will be responsible for the distribution of any purchased items.

There are several approved vendors listed on the Division's Logo Apparel webpage. These vendors already have the Division's logo standards manual and the Division's logos on file. Other vendors may be used, but may require a set-up fee if our logo is not already set-up with them.

Other options to obtain logo apparel include:

- Employees may purchase logo apparel items with non-reimbursable personal funds directly through a vendor.
- Employees may 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. 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 ON THE DIVISION'S LOGO APPAREL WEBPAGE.