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MEMORANDUM

TO: Deans, Directors, and Department Heads

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

SUBJECT: Departmental Sales

Recently the university recognized an e-commerce need and provided departments and campus units with a new process through Higher One. This e-commerce process is intended to enhance university compliance with current PCI standards for merchants using an e-store. It also provides an easy-to-use, improved business process by streamlining a method for accepting credit card payments online and allowing campus departments to more easily manage and grow events, conferences, and miscellaneous sales via the internet.

Although miscellaneous sales are allowed through this e-commerce process, colleges, departments, and campus units are prohibited from purchasing items for resale from any source. NC State Bookstores is the only authorized unit that can provide items for resale on campus. Colleges, departments, and units desiring to provide university-licensed items with university marks or logos must follow the procedures and requirements set forth in the Trademark Licensing Rules ([RUL 01.25.01](#)).

With the rollout of the new University branding initiatives, departments have also requested to purchase products containing the university's "brick" logo in conjunction with the department or college name on shirts, uniforms, etc. For department convenience a licensed vendor has been selected that has pre-approved template designs featuring college and department names, with an assortment of men's and women's apparel at <http://ncstatebrick.com>. There are no set minimum order requirements and the vendor will produce and ship as few as one item. Tiered discounts are available on larger orders.

Please contact Richard Hayes, Senior Director for Campus Enterprises, with any questions or concerns. He can be reached at richard_hayes@ncsu.edu or 919-515-3523.

cc: Dan Adams, Associate Vice Chancellor, Campus Enterprises