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Eduardo Rios  
Assistant Vice President for Finance  
and Business Services

To: All Departments  
From: Ed Rios *Ed Rios*  
Date: August 6, 2014  
Subject: Printed Materials

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The Office of Design Services is responsible for administering the College's visual identity as it relates to printed materials and advertising. Effective immediately, requisitions for purchase of goods that require the branding of the College's logo, mascot, etc., must be reviewed and approved by Janice Awerbuch, Director of Design Services prior to submission for processing by the Purchasing Office. Adhering to the purchasing guidelines will not delay the processing of your requisitions.

Thanking you in advance for your cooperation.

c: Ira Persky, Vice President for Finance and Administration  
Department Chairs/Deans  
Janice Awerbuch, Director of Design Services  
Kiesha L. Stewart, Procurement Director