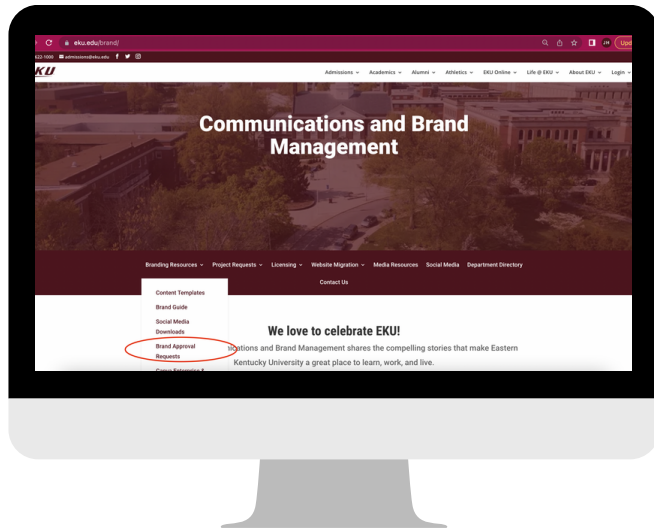


Purchase Orders: CBM Approval Process

All EKU Purchase Orders need CBM Approval, which must be obtained prior to any production of the order.

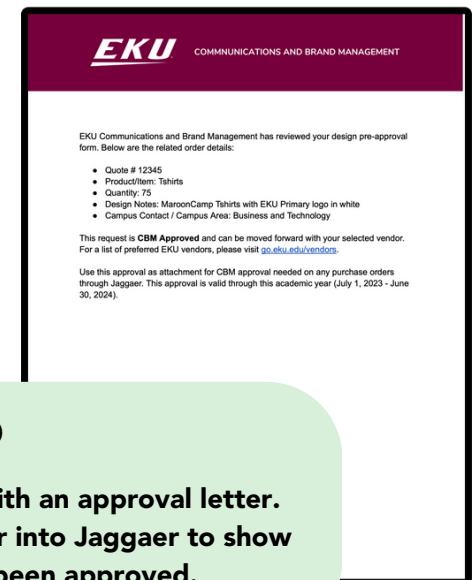


STEP 1: Submit a CBM Brand Approval Form

go.eku.edu/brandapproval

STEP 2: CBM Reviews Request

STEP 3: Review is completed



EDITS NEEDED

A CBM team member will follow up with edits needed. Edits and communication will occur via email until approval letter is provided.

APPROVED

A CBM team member will follow up with an approval letter. The campus client can upload this letter into Jaggaer to show purchasing that the design has been approved.

Notes:

- Approved vendors can be found on the purchasing website: go.eku.edu/vendors
- Please note that all designs must comply with Brand Guide and approval can take up to 24-48 hours.
- If production of the order occurs prior to CBM approval, the order may have to be redone at cost to client and vendor per any edits from CBM team.