

## **Royalty rebate program**

All campus departments and registered student organizations will participate in the licensing program as it currently exists, with a 10 percent royalty on all purchases subject to licensing.

Departments and registered student organizations that order items from licensed vendors through the university's purchase order system are eligible to receive an annual rebate for royalties paid. Purchases made by procurement card or any method other than the university's authorized purchase order procedure are not eligible for rebate.

Departments and registered student organizations will submit **before July 15** a request for rebate with documentation verifying purchases made during the previous fiscal year on which royalties were paid.

Requests will be processed and royalty fees will be reimbursed by a transfer to the departments and registered student organizations.

The Bookstore will continue to pay royalties and will apply for rebates only on the products sold to departments as royalty exempt and products for internal use by a university department.

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