

Royalty Exemption Request Form– Mississippi State University

To be considered for royalty exemption, the MSU department/organization ordering products must complete this form, return via email to licensee/company and cc: licensing@legal.msstate.edu

Date: _____

Licensee Information – Licensee must submit artwork through Brand Manager 360 and attach this form

Company: _____

Contact: _____

Phone: _____ Email Address: _____

Product(s): _____

Department/Organization Information

Department/Organization Name: _____

Contact: _____

Phone: _____ Email Address: _____

How will the item(s) be used? Select one or more

Given Away

Sold to Members/Staff Only

Fundraiser

PROVIDE DETAILS:

Are you using University funds to purchase the item(s)? If so, provide Banner account and/or LAST

FOUR digits of Procurement Card Number _____

TO BE COMPLETED BY MSU LICENSING OFFICE AFTER SUBMITTING TO LICENSEE

Royalties Due _____

Exempt from Royalties _____

(Name/Title)

(Date)

[02/2023]

EMAIL COMPLETED FORM TO
LICENSEE/COMPANY AND CC:
[LICENSING@LEGAL.MSSTATE.EDU](mailto:licensing@legal.msstate.edu)