



UNIVERSITY OF NEW MEXICO
AUTOGRAPHED ITEM REQUEST FORM

Request form and supporting documentation must be mailed to the UNM Compliance Office at 1155 University Blvd. SE, MSC11 6325 Albuquerque, NM, 87106 or faxed to (505) 925-5845. You may contact the Compliance Office with questions or concerns at (505) 925-5835. If approved, you will be notified by e-mail and can take item to be autographed to the appropriate sport's office at that time.

**Requestor MUST provide item to be signed
**Please allow 2 weeks for processing

Requestor Information:

Name: _____ Date of Request: _____

Telephone #: _____ E-mail Address: _____

Autograph Requested (i.e. name(s) and/or sport): _____

Purpose of Request (check applicable box):

- Self, personal memorabilia
Self, gift to individual
Organization

Organization Name: _____ Telephone #: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Organization Classification (check applicable box):

- Elementary/Middle/Junior High School (Grades K - 8)
High School (Grades 9 - 12)/Preparatory School/Junior College
Non-Profit/Charitable Organization (MUST include 501(c)(3) documentation)
Other, please describe: _____

Will the item be sold or auctioned for fundraising purposes? Yes No

If yes, will high school-aged students benefit from the sale? Yes No

PLEASE NOTE THAT NCAA RULES PROHIBIT US FROM PROVIDING ITEMS TO FUNDRAISERS THAT WILL BENEFIT PROSPECT-AGED INDIVIDUALS.

What organization will receive the proceeds from the sale? _____

Statement of Understanding:

By my signature below, I certify that the item provided to me per this request will be used only in the manner I specify above. I understand that this item may not be given as a gift to a prospect aged individual. I understand that this item may not be sold for personal profit nor donated to a fundraising activity unless designated as such above. If I am giving this item as a gift, I certify that I will notify the recipient of the applicable regulations. Lastly, I understand that this item may not, under any circumstance, be re-sold or auctioned through the internet (i.e., eBay, etc.)

Requestor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Compliance Approval: Grant Denied Staff Number Initials: _____

Request Forwarded to _____ Date: _____