



Embroidery Reimbursement Request

Logo Embroidery Policy

All employees of FMIPA, FMIPA's Directors and alternate Directors, and members of FMIPA's project and other committees ("eligible participant") may elect to purchase sport shirts and other FMIPA logo items.

FMIPA will pay the cost of embroidering FMIPA's logo on two items per eligible participant per fiscal year. Any additional embroidery costs other than for FMIPA's logo are the responsibility of the eligible participant. Each eligible participant is responsible for paying the cost of purchasing each item plus sales tax and other applicable charges. An eligible participant may order more than two FMIPA logo items per fiscal year, but each eligible participant is responsible for all costs of purchasing, including embroidery costs, for all items purchased in excess of the first two items, for which FMIPA pays the embroidery costs.

The participant must pay for the order at the time it is placed and submit this Embroidery Reimbursement Request along with a Request for Check form for the cost of embroidery and a copy of the original invoice for the merchandise and embroidery.

General Terms

- Selecting the apparel to be offered, the apparel vendor(s) and the embroidery vendor(s) is the sole discretion of FMIPA management.
- FMIPA management retains sole discretion to make decisions about FMIPA's logo, such as the size, placement, color and other factors related to the logo.
- FMIPA does not guarantee or warranty any item. The item's manufacturer is solely responsible for its merchandise.
- Eligible participants are responsible for ordering the correct size.
- People other than eligible participants may purchase FMIPA logo apparel through FMIPA with prior approval of FMIPA's management. Non-eligible participants are responsible for all costs of the merchandise and embroidery for all FMIPA logo items purchased.
- The right to wear FMIPA logo apparel is a temporary license granted or revoked at FMIPA's sole discretion. In order to protect FMIPA and its members, FMIPA reserves the right to deny or terminate for any reason any person's temporary license for FMIPA logo items.

I hereby request reimbursement for embroidery costs consistent with FMIPA's Logo Embroidery Policy and General Terms, as described above.

Name (printed)

Signature

Date

Complete this form, attach a copy of your original invoice showing the embroidery cost, and submit this documentation to Rachel Iardi in FMIPA's Public Relations Department to process the embroidery reimbursement.