**Standard University Colors for Vehicles, UPPS No. 05.05.06**

**Signs, and Other Materials Issue No. 1**

**Effective Date: 02/22/2022**

**Review Date: 01/01/2028 (E6Y)**

**Sr. Reviewer: Director, Procurement and Strategic Sourcing**

**POLICY STATEMENT**

*Texas State University will ensure use of standard university colors to aid in maintaining the brand identity.*

**01. PURPOSE**

01.01 This document identifies the university's standard colors for vehicles, signs, and other materials.

**02. USE OF STANDARD COLORS**

02.01 The university's standard color schemes are listed on the [Division of Finance and Support Services’ Standard University Colors website](https://www.fss.txstate.edu/policies/colors.html).

02.02 The associate vice president for Facilities will notify the director of Procurement and Strategic Sourcing if a standard color is no longer available and recommend alternate colors for substitution

02.03 Standard university colors are to be included in the specifications when soliciting for bids, offers, or proposals to purchase affected items. Standard colors are to be included in the item descriptions on the purchase order for affected items.

a. If there is a question as to whether a color for signs and other materials matches a standard color, the director of Procurement and Strategic Sourcing will make the final determination.

b. Except as noted in Section 02.04, approval to deviate from the standard colors requirement must be obtained by the account manager from the vice president for Finance and Support Services (VPFSS) prior to the purchase being made.

02.04 All university fleet vehicles will be ordered in white. Exempted from the standard vehicle color requirements are the Athletics and University Police Department vehicles.

a. Vehicle decals or wraps may be added to vehicles and off-highway vehicles with the concurrence of the director of Facilities Management (Fleet Manager) and approval from the VPFSS prior to application.

b. Approval is contingent upon the decal or wrap application meeting State of Texas code for marking exempted vehicles, as well as its consistency with the university’s brand guidelines.

02.05 The associate vice president for Facilities is to furnish the director of Procurement and Strategic Sourcing with an updated list identifying other materials requiring matching to the university's standard color schemes. The director of Procurement and Strategic Sourcing shall distribute this information to account managers on an "as needed" basis.

02.06 Paint used for building signs is to be mixed to match the university's standard color schemes.

**03. REVIEWERS OF THIS UPPS**

03.01 Reviewers of this UPPS include the following:

Position Date

Director, Procurement and January 1 E6Y

Strategic Sourcing

Associate Vice President, Facilities January 1 E6Y

**04. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Procurement and Strategic Sourcing; senior reviewer of this UPPS

Vice President for Finance and Support Services

President