Student Organization T-Shirt Ordering Process

Looking to recognize or promote your student club or organization through personalized t-shirts? Follow these steps to make sure your order is completed promptly and correctly!

*Please allow a week from submitting your request for processing.*

1. **DETERMINE A VENDOR:** CSU, Chico loves supporting local businesses. Find your own, or select one from the following list of trusted businesses:

   - Limey Tee’s: (530) 343-8321 [http://www.limeyteeschico.com](http://www.limeyteeschico.com)
   - Chico Screen Print and Embroidery: (530) 891-5029
   - Dragon Graphics: (530) 879-9666 [www.dgprints.com](http://www.dgprints.com)
   - The Printed Image: (530)898-9525 [www.printedimagechico.com](http://www.printedimagechico.com)
   - Upper Park Printing: (530) 774-2492 [www.upperparkprinting.com](http://www.upperparkprinting.com)
   - Northstate Screen Print: (530) 895-9193
   - Positive Print: (530) 345-6168 [http://www.positiveprintgraphics.com](http://www.positiveprintgraphics.com)
   - The Monogram Shoppe: (530) 345-3901

2. **SHIRT DESIGN:** Are you wanting to use any of the following?
   a. Chico State, CSU Chico, California State University Chico, or any other official mention of the university
   b. Official CSU Chico seal, flame, wildcat image (examples below)

   ![Chico State Logo](image)

   *Additional Chico State affiliated images must be discussed with the Coordinator.*

3. **IMAGE APPROVAL:** ALL IMAGES must be submitted to the coordinator prior to order for review.
   **If you would like to use any form of 2A or 2B:** YOU MUST have your design approved by Chico States Creative Design dept. before placing your order.
   a. Email your design/logo to Coordinator to initiate the approval.

   *Please allow 3 business days for this process when planning your purchase.*

4. **ITEMIZED QUOTE:** Once your image is approved contact your desired vendor and ask for an itemized quote for your purchase.

5. **REQUEST FORM:** Fill out and turn in *Student Clubs & Organizations Transaction Request* form with itemized quote to Student Financial Services, SSC 230

   **Submit all required forms/logo for approval to:**

   MaryLisa Wood, *Student Organization Financial Coordinator*

   [Mwood18@csuchico.edu](mailto:Mwood18@csuchico.edu)  **Direct Line** (530) 898-5064