Departmental Guidelines for Purchasing Coca-Cola Products

The following guidelines are intended to provide assistance for individuals purchasing Coca-Cola products for departmental use using any Texas Tech University funds. The Purchasing & Contracting Department has made every effort to ensure that the guidelines are in compliance with University operating policies and the exclusive contract the University has with Coca-Cola.

1. Departmental purchases of Coca-Cola products are subject to university bidding requirements as the university has an exclusive contract with Coca-Cola.
   a. Distribution, sale or purchase of non-Coke products by the university is prohibited as this violates the generous sponsorship agreement Texas Tech University has with Coca-Cola.
   b. This rule also applies to single bottled water (32 ounces or less) or other beverages that are donated and includes off-campus events as long as the University is associated with the event.
   c. Coca-Cola has several water products, including DASANI®, glaceau® vitamin water, glaceau® smartwater, Evian®. Other Coca-Cola products include Coca-Cola® classic (or Coke®), diet Coke®, Coke Zero™, Sprite®, Nestea®, Minute Maid® juices, Minute Maid® Refreshment, Campbell’s® V8, Campbell’s® Splash, Campbell’s®, V- Fusion, Full Throttle®, Monster®, NOS®, Gold Peak® tea, FUZE®, Dr Pepper and PowerAde®.
   d. “Students, Employees, faculty, staff or their guests may bring Competitive Products purchased outside the Campus in quantities less than 5 standard physical cases onto the Campus for personal consumption, including without limitation, at private functions organized by such students, employees, faculty, staff or their guests, and not for resale.”
      Note: Beverages purchased for personal consumption noted above will not be reimbursed by the University.
   e. Departments may purchase up to 10 cases of Coca-Cola products from local retailers per purchase. Pcards may be used for these purchases. Any departmental purchase of more than 10 cases must be purchased on a PO.

2. In order to purchase Coke products directly through Coca-Cola, departments must have an outlet number and a purchase order. If your department does not already have an outlet number, you must contact Tonya Bolt in Purchasing & Contracting (tonya.bolt@ttu.edu) or TTU’s Coca Cola Marketing Manager, Bridgette Martinez (brimartinez@coca-cola.com). (Setting up an outlet number will take up to two weeks, so please allow enough time for this prior to your first order).

3. Set up a blanket or standing purchase order. (You can set this up while you are waiting on Purchasing & Contracting to get your outlet number.) Use the 7N4000 Coffee/Soft Drinks account code. (Do not use 7N4006 Bottled Water/Water Services, which is for bulk water delivery services.)

4. When you have your outlet number and purchase orders established and are ready to place your first order of over 10 cases, call/email:
   Ron Allred, District Sales Manager, Coca-Cola
   806/472-3218
   rallred@coca-cola.com
   You must provide your departmental outlet number and your PO number when you order. Turnaround time for orders through Ron will be 48 hours if an outlet number is already set up for your department.

5. Coca-Cola will send the invoices to Payment Services. If you have ordered any products other than DASANI® bottled water, you will be required to submit a completed/signed food and entertainment form to Payment Services. Remember that only coffee and bottled water are exempt from complying with OP 72.05, so departments must have a business purpose for the purchase of all other beverages.

NOTE: Any Texas Tech University FOP that allows this purchase may be used. Beverages are not allowed on any state-appropriated funds (beginning with 11, 12, 13 or 14). If you are using sponsored program (SPAR) funds, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.

Rev. 01/22/14