TechBuy Guidelines for Entering Requisitions for Promotional Materials

The following guidelines are intended to provide assistance for individuals entering requisitions for promotional materials in TechBuy. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

Promotional materials are items imprinted with the Texas Tech name and/or logo or the name of a Texas Tech department, college, or center, which are meant to be given away to promote the university or its programs. Promotional items should cost less than $25.00 each, including shipping & handling and set up charges.

All staff and faculty are required to use the university seal, Double T, shield and graphics standards approved by the Board of Regents. These standards are available in the Visual Identity section of the TTU website at www.depts.ttu.edu/communications/identityguidelines. Please review these standards prior to planning your requisition in order to expedite the process, as it is your department’s responsibility to comply with the guidelines.

Procedure:

1. Like other commodities, promotional items are subject to bidding requirements unless you use a contract vendor. The university has established contracts with three HUB vendors:
   a. Aztec Promotions, Contract #C01020 (contact Patti Winstanley, 512-744-0195)
   b. CC Creations, Contract #C01163 (contact Pat Donovan, 979-693-9664, ext. 614)
   c. Scarborough Specialties, Contract #C00992 (jason@scarspec.com or 806-792-9925, ext. 244)

2. Enter a TechBuy requisition:
   • Non-Catalog Form (Use this form if you are using a contract vendor or if using a non-contract vendor and your estimate is under $5,000 per fiscal year.)
   • Non-Catalog Form for Informal Bid for purchases between $5,000 and $25,000. (Use this form if using a non-contract vendor and the estimate is $5,000 or more, or if repetitive spend is $5,000 or more, per fiscal year. Remember, you are required to get three informal bids [quotes], including two HUB vendors.)
   • Bid/Request for Proposal Form for purchases above $25,000. (For non-contract vendors, if the estimated cost is expected to exceed $25,000, or repetitive spend is greater than $25,000, per fiscal year, Purchasing and Contracting must obtain formal bids.)

3. For Purchase Category, select the “Printing/Printing Equip/Supplies.” If using the informal bid form, make sure that the successful bidder is entered in the Company A fields.

4. The Product Description field should include a brief description of what you are purchasing and what the items will be used for. If using a contract vendor, please include the contract number in the External Notes section.

5. Scan and attach a copy of the printed material and/or artwork in the Internal Attachments section. If using any artwork or TTU logos, the requisition will be referred to Communications and Marketing for review.

6. Scan and attach a copy of the quote and the bids if applicable.

7. Use the 7N6009 Ad/Promotional Local account code.

Notes:

- A standing or blanket order will be allowed with a contract vendor if the artwork is pre-approved by Communications and Marketing. The artwork and the approval documentation should be attached in the Internal Notes section.

**FUNDING NOTES:**

- State funds (FOPs beginning with 11, 12 or 13) may not be used for promotional items.
- 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.