

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 Procurement 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 not 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 products available, at minimum
 - i. Water
 1. DASANI®
 2. Evian®
 3. FruitWater
 4. glaceau® vitaminwater
 5. glaceau® smartwater
 6. ZICO
 - ii. Sodas
 1. Barq's Root Beer
 2. Coca-Cola® classic (or Coke®) All flavors and varieties
 3. Coke Zero™ All flavors and varieties
 4. diet Coke® All flavors and varieties
 5. Dr Pepper All flavors and varieties
 6. Fanta All flavors
 7. Fresca All flavors
 8. Mello-Yellow
 9. Seagram's Ginger Ale
 10. Sprite®
 - iii. Juices
 1. Campbell's®
 2. Campbell's® Splash
 3. Campbell's® V8
 4. FUZE®
 5. Minute Maid® juices
 6. Minute Maid® Refreshment
 7. PowerAde® All flavors and varieties
 8. V- Fusion
 - iv. Energy
 1. Full Throttle®
 2. Monster®
 3. NOS®
 4. VitaminWater Energy
 - v. Tea
 1. FUZE®
 2. Gold Peak® tea
 3. Honest Tea

4. Nestea®
 5. Peace Tea
 - vi. Miscellaneous
 1. Core Power
 2. Dasani Drops
 3. Powerade Drops
 4. Minute Maid Drops
 5. Tum E Yummie
 - 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 the department does not already have an outlet number, contact [Tonya Bolt](#) in Purchasing, [TechBuy Support](#), or TTU's Coca Cola Vending Operations Manager, [Felicia Gardner](#). (Setting up an outlet number will take up to two weeks, so please allow enough time for this prior to the first order).
 3. Set up a blanket or standing purchase order. This may be set this up while waiting to receive the outlet number from Purchasing. Use the 7N4000 Coffee/Soft Drinks account code. (Do not use 7N4006 Bottled Water/Water Services, which is for bulk water delivery services.)
 4. Once the outlet number is received and purchase order is established, an order of over 10 cases may be placed by calling or emailing:
 Felicia Gardner, Vending Operations Manager, Coca-Cola SWB
 469-435-1194
felicia.gardner@cocacolaswb.com
The departmental outlet number and PO number when the bulk order is placed. Turnaround time for orders through Felicia will be 48 hours if an outlet number is already set up for the department.
 5. Coca-Cola will send the invoices to Payment Services. If any products other than DASANI® bottled water have been ordered, a completed and signed food and entertainment form must be submitted to Payment Services. Remember that only coffee and bottled water are exempt from complying with [OP 72.05: Expenditures for Official Functions, Business Meetings, and Entertainment](#), so departments must have a business purpose for the purchase of all other beverages.
 6. A debit card reader is attached to most Coke machines. A temporary hold will be placed on certain bank debit cards when used. The hold will be removed once the payment processes and clears the bank.

NOTE: Any Texas Tech University FOP that allows this purchase may be used. Beverages are not allowed on any appropriated funds (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.