

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 Procurement Services 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 University (TTU) name, seal, or logos or the name of a TTU department, college, or center, which are used to promote TTU, department, or affiliated programs. Materials given away that exceed \$25.00 per unit, may be considered a gift. Please contact the office of Payroll and Tax Services for additional information on taxable gifts.

All staff and faculty are required to use the [TTU Identity Guidelines](#) approved by the Board of Regents. More information may be found in [OP 68.03: Visual Identity Guidelines](#). 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 found in [OP 72.09: Procurement of Goods and Services](#). The following are established contracts with five HUB vendors that do not require further bidding:
 - a. [Advanced Graphix](#), Contract # C08826
Contact: Sales - sales@agtx.net or (806)744-9998
 - b. [AHI Enterprises](#), Contract # C08825
Contact: Denise Bueche - denise@nolansonline.com or (210)653-7770
 - c. [Amazing Awards](#), Contract # C08824
Contact: Mary Gilmore – info@azawards.com or (832)446-6487
 - d. [CC Creations](#), Contract #C08823
Contact: Pat Donovan - patgdono@aol.com or (800)-324-1268 ext. 780
 - e. [Scarborough Specialties](#), Contract #C08822
Contact: Jason Lipetska - Jason@scarspec.com or 806-792-9925 ext. 244
2. Enter a TechBuy requisition:
 - Non-Catalog Form Master (if using a contract vendor or if using a non-contract vendor and your estimate is <\$15,000 per fiscal year)
 - Informal Bid Form (if using a non-contract vendor and the estimate is \$15,000-\$40,000, or if repetitive spend is ≥\$15,000, per fiscal year) Remember, at least three informal bids [quotes], including at least two HUB vendors are required.
 - [Solicitation Request Form](#) for purchases > \$40,000. (For non-contract vendors, if the estimated cost is expected to exceed \$40,000, or repetitive spend is greater than \$40,000, per fiscal year, Purchasing will issue a formal bid or request for proposal.)
3. On the requisition form, for **Purchase Category**, select the "Promotional Items."

4. If using the informal bid form, make sure that the successful bidder is entered in the Company A fields.

5. The **Product Description** field should include a brief description of what will be purchased and how they will be used.
6. Scan and attach a copy of the printed material and/or artwork in the **External Notes and Attachments** section. If using any artwork or TTU logos, the requisition will be reviewed and approved by Communications and Marketing.
7. Scan and attach a copy of the quote in the **External Notes and Attachments** section if applicable.
8. For informal bids, scan and attach a copy of the other bids in the **Internal Notes and Attachments** section.
9. Use the 7N3050 Contracted Temporary Services for customized items.

FUNDING NOTES:

- *Appropriated funds (11, 12, 13 or 14) may not be used for promotional items.*
- *If sponsored program (SPAR) funds will be utilized, be sure to check with the grant accountant prior to submitting the requisition to make sure the purchase is allowed.*