

**PROCUREMENT
SERVICES**TEXAS TECH
Administration & Finance
Financial & Business Services**Quick Links**[Strategic Acquisitions >](#)[TTU OPs >](#)[Contract Resource Webpage >](#)**TechBuy Guidelines for Entering Requisitions for Promotional Materials**

The following guidelines are intended to assist individuals entering requisitions for promotional materials in TechBuy. Procurement Services has made every effort to ensure that the guidelines comply with TTU Operating Policies and Procedures (OPs). However, in the event of a conflict between these guidelines and the OPs, the OPs shall prevail.

Introduction:

Promotional products are any type of product that is imprinted with the Texas Tech University (TTU) name, seal, logos, or the name of a TTU department, college, or center, which are used to promote TTU, the department, or affiliated programs. The products do not have to be given away with the intent of promoting TTU. It may include any function and related products that promote TTU. The products may include, but are not limited to, shirts, jackets, caps, lanyards, vehicle wraps, banners, signs, flags, koozies, cups, pens, etc. Products 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 faculty, staff, students and any outside entity must comply with the [TTU Identity Guidelines](#). More information may be found in [OP 68.03: Visual Identity Guidelines](#). Please review these standards prior to planning your acquisition.

Policy:

Like other commodities, promotional items are subject to procurement requirements found in [OP 72.09: Procurement of Goods and Services](#).

TTU requires that departments and student organizations use contracted vendors for the acquisition of any promotional products utilizing TTU funds (anything processed through TechBuy). Promotional products shall not be purchased on the TTU PCard and TTU will not reimburse employees for any promotional products. The following are established contracts with TTU's contracted vendors that do not require further bidding.

4Imprint

Contract #: C19306

E-mail: jlord@4imprint.com

Phone: 920-236-7272

Big Hit Productions Inc

Contract #: C22858

E-mail: lbradley@bighitcreative.com**Action Printing (LOCAL & HUB VENDOR)**

Contract #: C22938

E-mail: joes@action-printing.com**Blink Marketing, Inc. (HUB VENDOR)**

Contract #: C19315

E-mail: Carolina@blinkmarketing.com**Ad Clarity powered by HALO**

Contract #: C22921

E-mail: lorie@ad-clarity.com**Brandability**

Contract #: C19365

E-mail: lacey@scarspec.com

Phone: 806-792-9925

Advanced Graphix (LOCAL & HUB VENDOR)

Contract #: C19295

E-mail: sales@agxtx.net

Phone: 806-744-9998

Branded Essentials

Contract #: C22860

E-mail: brittany@brandedessentials.online**Advanced-Online/Follett On-Demand**

Contract #: C19760

E-mail: FODCustom@advanced-online.com

Phone: 972-471-5400

BSN SPORTS, LLC

Contract #: C22906

E-mail: canderson@bsnsports.com**Alamo Tees & Advertising Bankson Group Ltd**

Contract #: C22817

E-mail: art@alamotees.com**Butler Business Products, LLC (HUB VENDOR)**

Contract #: C22914

E-mail: sduke@butlerbusinessproducts.com**Big Frey Promotional Products**

Contract #: C22944

E-mail: seth@bigfrey.com**California T's**

Contract #: C22850

E-mail: madison@shopcaliforniats.com

**PROCUREMENT
SERVICES**TEXAS TECH
Administration & Finance
Financial & Business Services**CC Creations**Contract #: C19309
E-mail: patgdono@aol.com
Phone: 800-324-1268 ext. 780**CFJ Manufacturing, LP (HUB VENDOR)**Contract #: C19344
E-mail: info@cfjmfg.com**ColorArt LLC**Contract #: C19458
E-mail: brady.hochstein@marketing.com
Phone: 806-376-4347**Cutting Edge Advertising (HUB VENDOR)**Contract #: C22948
E-mail: denoyah@cuttingedgead.com**Design Warehouse (LOCAL VENDOR)**Contract #: C19326
E-mail: aberger@dwtxas.com
Phone: 806-771-5844**DVNIEL LUU LLC**Contract #: C22897
E-mail: daniel@dvnielluu.com**Fyre Marketing LLC**Contract #: C22875
E-mail: bids@fyremarketingadvisors.com**HAHN Promotions**Contract #: C22872
E-mail: MHAHN@HAHNPROMOTIONS.COM**HF Custom Solutions**Contract #: C22983
E-mail: joe@hfcustomsolutions.com**JP's Fundwear, Inc. (LOCAL VENDOR)**Contract #: C22904
E-mail: bobbie@fundwear.com**Lasting Impressions, Inc. (HUB VENDOR)**Contract #: C22877
E-mail: bids@liteam.com**Magellan Promotions**Contract #: C22898
E-mail: hannahb@magellanpromotions.com**Mavich LLC, (HUB VENDOR)**Contract #: C19305
E-mail: sales@mavich.com**Metromarketing Service, Inc.**Contract #: C22886
E-mail: hbecky.dunn@metromkt.com**MJM Uniforms Inc**Contract #: C22945
E-mail: jack@idealuniform.com**Progressive Marketing**Contract #: C22952
E-mail: seth@progressivemarketing.com**Promentum Group, LLC**Contract #: C22940
E-mail: les.jackson@promentum-group.com**Promo Solutions**Contract #: C22894
E-mail: stacy.promosolutions@yahoo.com**QuarterFour (LOCAL VENDOR)**Contract #: C22972
E-mail: bwyatt@cardsports.net**Sir Speedy**Contract #: C19249
E-mail: sspeedy@sirspeedyamarillo.com
Phone: 806-342-0606**Slate Group**Contract #: C19350
Phone: 806-794-7752
E-mail: trey@slategroup.com**Success Brands**Contract #:
E-mail: alex@successbrands.com**Synergy Imports, LLC**Contract #: C22895
E-mail: ck@synergyimports.com**TGI Promo**Contract #:
E-mail: carly.bautista@tgipromo.com**Tricor Brand Communications**Contract #: C22935
E-mail: sarah.shapori@tricorbrandsit.com**Udawg Graphics (LOCAL VENDOR)**Contract #: C22856
E-mail: bbrown@udawggraphics.com**Unified Packaging, Inc**Contract #: C22964
E-mail: helens@unifiedbinders.com**Unifirst Corporation**Contract #: C22941
E-mail: megan_westbrook@unifirst.com



PROCUREMENT SERVICES

TEXAS TECH
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Procedure:

1. Enter a TechBuy requisition:
 - Non-Catalog Form Master
(Contracted vendors are required – non-contracted vendors require an exception. Email strategic.acquisition@ttu.edu)
2. On the requisition form, for **Purchase Category**, select the “Promotional Items.”

The screenshot shows a web form titled "Non-Catalog Form". It has several fields: "Purchase Category" (marked with a star), "Contract", and "Packaging" (marked with a star). The "Purchase Category" dropdown menu is open, showing a list of options: "Promotional Items" (selected and highlighted in blue), "Plaques & Engraving", "Postage & Related Items", "Printing Services", "Professional Licenses", "Professional Services", and "Real Estate & Taxes".

3. The **Product Description** field should include a thorough description of what will be purchased and how the items will be used.
4. Scan and attach a copy of the artwork in the **External Notes and Attachments** section. If using any artwork or TTU logos, the requisition will be reviewed and approved by Marketing and Communications for compliance with TTU Identity Guidelines.
5. Scan and attach a copy of the quote in the **External Notes and Attachments** section. The quote must align with TTU’s discounted pricing.
6. **Account Code Usage:** Use the **7N3050** Contracted Temporary Services or **7N0070** Promotional Items for customized items.

FUNDING NOTES:

- In very few situations are promotional times allowable on appropriated funds (11, 12, 13, 14).
- If utilizing sponsored program funds (21, 22, and 23), check with the grant accountant prior to submitting a requisition to make sure the purchase is allowed. The requesting department is responsible for compliance with any grant requirements.