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 Materials are items 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, 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 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 requisition to expedite the process.

Policy:
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 TTU’s contracted vendors that do not require further bidding:

Advanced Graphix, (HUB VENDOR)
Contract #C08826
E-mail: sales@agxtx.net
Phone: 806-744-9998

Advanced-Onlline/Follett On-Demand,
Contract #C19760
E-Mail: FODCustom@advanced-online.com
Phone: 972-471-5400

AHI Enterprises,
Contract #C08825
E-Mail: denise@nolansonline.com
Phone: 210-653-7770

Amazing Awards,
Contract #C08824
E-Mail: info@azawards.com (Mary Gilmore)
Phone: 832-446-6487

Blink Marketing, Inc.,
Contract #C19315
E-Mail: Carolina@blinkmarketing.com

CC Creations,
Contract #C08823
E-Mail: patgdono@aol.com (Pat Donovan)
Phone: 800-324-1268 ext. 780

CFJ Manufacturing, LP,
Contract #C19344
E-mail info@cfjmfg.com

ColorArt LLC,
Contract #C19458
Phone: 806-376-4347

Design Warehouse,
Contract #C19326
Phone: 806-771-5844

Mavich LLC, (HUB VENDOR)
Contract #C19305
E-mail sales@mavich.com

Scarborough Specialties,
Contract #C08822
E-mail: jason@scarspec.com (Jason Lipetska)
Phone: 806-792-9925 ext. 244

Slate Group,
Contract #C19350
Phone: 806-794-7752
Procedure:

1. Enter a TechBuy requisition:
   - Non-Catalog Form Master
     (the contracted vendors are required – all other vendors require exception. Email strategic.acquisition@ttu.edu)

2. On the requisition form, for Purchase Category, select the “Promotional Items.”

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 printed material and 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 if applicable.

6. Account Code Usage: Use the 7N3050 Contracted Temporary Services for customized items.

FUNDING NOTES:

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