

College of Education

Apparel and Non-Apparel Promotional Purchases Policy

Apparel Purchases

Employees & Students Providing a Service to the Unit/College

- ❖ Obtain unit and/or college approval.
- ❖ Obtain initial design approval from college's Communications & Marketing Director or designee.
- ❖ Obtain Trademark & Licensing approval.
- ❖ Provide final Trademark & Licensing approved design to college's Communications & Marketing Director or designee.
- ❖ Provide college's Business and Administration Director a listing of the individuals (Name and userid) who are to receive the items, along with the total cost (item plus embroidery fee) and a copy of both Trademark and Licensing Approval and COE's Communications & Marketing Approval.
- ❖ Business and Administration Director will work to provide necessary reconciliation to PBS to obtain prior approval.
 - Important to note that each individual (actual employee or individual receiving item in exchange for a service, i.e. Student Council, Student Ambassadors, etc, is only allowed two items per calendar year up to a total \$100 de minimis value.
 - College is charged with maintaining and monitoring this information for our transactions.
- ❖ Obtain at least 3 quotes from the 20 preferred apparel vendors.
 - Quote requests should provide vendors with specific information regarding time-period in which the items are needed. If vendor cannot meet this requirement and/or does not respond, no additional quote is required. In this case this email, should be included in the transaction's supporting documentation.
- ❖ Proceed with the approved order from the lowest priced vendor.
- ❖ Attach Trademark & Licensing and PBS approval along with the required quotes to your receipt as supporting documentation.

Novelty Items

- ❖ Obtain unit and/or college approval.
- ❖ Obtain initial design approval from college's Communications & Marketing Director or designee.
- ❖ Obtain Trademark & Licensing approval.
- ❖ Provide final Trademark & Licensing approved design to college's Communications & Marketing Director or designee.
- ❖ Obtain at least 3 quotes from the 15 preferred vendors.
 - Quote requests should provide vendors with specific information regarding time-period in which the items are needed. If vendor cannot meet this requirement and/or does not respond, no additional quote is required. In this case, your email with the vendor should be included in the transaction's supporting documentation.
- ❖ Proceed with the order from the lowest priced vendor.
- ❖ Attach Trademark & Licensing approval along with the required quotes to your receipt as supporting documentation.

Helpful Quick Links:

[AU Spending Policies and Procedures](#)

[Promotional Products & Promotional Apparel FAQ](#)

[Approval Process](#)

[Auburn University Preferred Vendors](#)