

How do I... Buy Promotional Items?

What is a promotional item?

Promotional items are used to promote the name and offerings of the University. These items are not for resale, and are typically distributed to such groups as current or prospective students, alumni and friends of the University, UA event attendees or UA staff. Some examples of promotional items include: pens, mugs, key chains or tote bags.

Requirements when purchasing promotional items:

You may choose from two licensed vendors for your promotional items needs. You can select from their online stores listed below or contact the vendor for any item not shown in the store:

1. GLOBAL PROMOTIONS & INCENTIVES
Website: <http://shopuastore.com>

2. CONSOLIDUS LLC
Website: <http://TheUAshop.com>

Primary Contact: Darryl Hunt
Phone: 866-248-4455
Email: Dhunt@aswglobal.com

Primary Contact: Aubrey Cocklin
Phone: 330-319-7200
Email: service@TheUAshop.com

NOTE: The Department of Purchasing will only approve orders for the licensed vendors in the promotional item program. At this time, the University is not accepting other promotional vendors.

Design/Artwork Approval:

Any item containing University logos, service marks or other University-related graphics must have the design/artwork preapproved through the Department of Institutional Marketing. Both vendors have a process in place with this department to obtain the approval for you.

You will need:

1. Approval from department personnel with budget authority stating the purchase has been approved and budget is available. Please be sure to provide the account code to which the items will be charged. Consolidated billing will charge back to your department account. **Please do not use PeopleSoft requisitions.** This approval should be emailed to: Sue McPherson, sam2@uakron.edu
2. A quote or proof of pricing from one of the two vendors mentioned above.

Questions?

Questions regarding licensed vendors can be emailed to Sue McPherson, Department of Purchasing at sam2@uakron.edu

Questions regarding UA logos, artwork or graphics to be used on promotional items can be emailed to Nancy Bracher, Department of Institutional Marketing at nbracher@uakron.edu