

Ordering Promotional Items

Last year Vanderbilt instituted new policies with regard to purchasing promotional items such as T-shirts, stickers, cups, trophies, etc. The procedures below need to be followed in order to make those purchases.

1. Purchases must be made from the list of approved vendors listed below. They have been vetted and trained by the Trademark and Licensing Office as well as Disbursements. You may contact as many of those vendors **that you need to** in order to get the most advantageous pricing or shipping schedules.
2. Once you have worked out the design details from your vendor, the Trademark and Licensing Office needs to be contacted in order to approve the use of the Vanderbilt logos and trademarks. **Fill out the Merchandise Request Form found on the right side of the Trademark Office website:** <http://www.vanderbilt.edu/licensing/>. Contact maryann.daniel-kaszuba@vanderbilt.edu with any questions.
3. Trademark and licensing will **provide** an MOR number to the vendor.
4. **Have the vendor send a detailed quote via email to your advisor for their approval.** Once approved, forward the quote to karen.seezen@vanderbilt.edu in the Office of Greek Life.
5. She can then place the order via the e-procurement system and contact a listed approver to make sure that it is approved in a timely manner. Orders over \$3,000 require special approval and may take additional time.
6. Once the order has been approved it will go to the Buyer in Procurement who will review the order and issue a PO# which will be sent to the vendor and Karen Seezen. Once the order has been shipped and the vendor has submitted the final invoice they should receive a check or ACH deposit from Vanderbilt.

Helpful tips:

Be as specific as you can with the vendor as to what items and quantities you will be needed as well as the date you need them.

Give the vendor a reasonable amount of time to complete the order realizing that the steps above may require a longer lead time.

All purchases must be sales tax exempt.

You may ship the items to the Office of Greek Life at 2302 Vanderbilt Place, Suite 207, Nashville, TN 37240. Any large packages sent to Greek Life at Station B will need to be picked up by the purchaser. You may also have them shipped to your Greek house, apartment or your mailbox but be sure that the address is complete and correct in order to cut down on shipping delays.

Work with Trademark and Licensing to make sure that your design and use of the Vanderbilt mark are approved. Vendors are not allowed to produce any not approved merchandise and can lose their privileges to do business with Vanderbilt.

I **also** have a list of these vendors which includes contact information and types of products offered **if that information is needed.**

Vendors will be reviewed every three years and new vendors may be added at that time.

List of approved vendors:

- 4Imprint
- American Solutions for Business
- Anne Jones Specialties
- Blink Marketing
- Boundless Network Inc.
- Christie Cookie Company
- Cintas Corporation
- Dragonfly Screen Graphics, Inc.
- Geiger Midsouth
- Geneologie/Emory Group, LLC
- Golden Star Promotions
- Goldner Associates, Inc.
- Graphic Cow
- Guy Brown (includes Staples)
- Hip Hues, LLC
- Holliday Promos, LLP
- Image Connection
- Images Printing
- Imagination Branding, Inc.
- Kotis Design
- Land Uniforms
- Matranga Wood Designs
- Nashville Sporting Goods/Lids
- Overture
- Performance Award Center
- Pinnacle Promotions
- Prestige Trophies
- Promoversity
- Smile Promotions
- Sunshine Promotions
- TSC Marketing
- Valley Decorating Company