

## Ordering Promotional Items

This outlines Vanderbilt University's promotional purchasing policy for items such as T-shirts, stickers, cups, trophies, etc. These instructions must be followed in order to use Student Service Fees. *You may not deviate from this or try to purchase items with a procurement card.*

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. 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 Brand Engagement and Governance office needs to be contacted in order to approve the use of the Vanderbilt logos and trademarks. To do so, fill out the Merchandise Request Form found on their website: <https://forms.vanderbilt.edu/view.php?id=19645>.
3. You will receive a MOR number to provide to the vendor. You may then order the product.
4. Forward the quote and MOR to Valerie.a.lorusso@vanderbilt.edu in the Office of Greek Life She will initiate a purchase requisition. Also provide the task number for your organization and any other organization who may be sharing the cost of the purchase. If it is co-sponsored, provide the amount each group is to be charged.
5. Once the purchase requisition has been approved, Procurement will issue a PO# which will be sent to the vendor and Valerie. Please inform Valerie when the items have been received. At that point the vendor can email the final invoice that includes the Purchase Order number on it to [invoices@vanderbilt.edu](mailto:invoices@vanderbilt.edu) for their payment 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 – 4 to 6 weeks is optimal. All purchases must be sales tax exempt.

You may ship the items to the Office of Greek Life at 2301 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 Brand Engagement to make sure that your design and use of the Vanderbilt image are approved. Vendors are not allowed to produce merchandise not approved and can lose their privileges to do business with Vanderbilt.

You may view an updated list of **Approved Vendors:**

<https://www.vanderbilt.edu/communications/brand/merchandise.php>