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Effective Date: 07/01/2020 – 06/30/2025

Number: AU-2021-0000148AU-2021-0000198

Commodity: Promotional Products and Apparel Program

Promo Program

PBS and Trademark Management & Licensing have selected fifteen (15) vendors that will provide Auburn University with promotional products and twenty (20) vendors that will provide promotional apparel. Some vendors have the ability to do both promotional products and promotional apparel. The vendors were selected based on a full offering of promotional products and/or apparel and compliance with current bid law. The vendors listed are considered our "Preferred Vendors" for promotional products and/or promotional apparel. The program is effective July 1, 2021.

Campus departments should start by completing a **Campus Department Trademark Request Form** here: <http://licensing.auburn.edu/campus-departments/>.

Once the initial request is approved, you will receive an email with the next steps including a link to a form that makes it easier to obtain quotes from three vendors.

It's not a requirement to use the website to request quotes, but it is a requirement to complete the **Campus Department Trademark Request Form**. The quote form is simply a tool that you can use. You may request quotes individually by phone or email if you would like. The companies will reply back to you with a quote. Feel free to communicate directly with any of the companies while deciding which one to work with on your project.

Campus departments may request that vendors provide a quote for an entire job with multiple items. It is not a requirement to quote every item individually.

Frequently Asked Questions

Vendors & Contacts

Please visit <http://licensing.auburn.edu/promo-licensees/> for the Promo/Apparel contacts list.

Do we have contract pricing for promotional products or promotional apparel?

No, Auburn University does not have contracted prices for promotional products or promotional apparel.

How do I have my department's items printed?

For promotional product orders, departments will be required to get at least three (3) quotes from three (3) of the fifteen (15) vendors on the separate attached contacts list for items listed below. For apparel orders, departments will be required to get at least three (3) quotes from three (3) of the twenty (20) vendors from the same contacts list for items listed below.

Once the quotes have been attained and reviewed, the department must use the lowest priced vendor for that specific job. When getting quotes, departments should make vendors aware of their own deadlines, whether it be for receiving the quotes or for receiving product.

Visit Trademark Management & Licensing to start the process at <http://licensing.auburn.edu/campus-departments/>.

Do I have to use the lowest quoted vendor?

Yes! Because these vendors have been prequalified and vetted, we know that they all produce quality work. You may request that vendors provide a quote for an entire job with multiple items. You are not required to quote every item individually.

How do I pay for my promotional products orders?

Purchasing Card is the preferred method of payment for orders under \$5,000. Orders of \$5,000 or greater require a purchase requisition.

The following vendors accept the AU Purchasing Card with no associated fees:

All vendors accept the AU Purchasing Card with no associated fees.

What is the required documentation for these transactions?

Purchase requisitions must have the three (3) quotes attached as backup for the purchase order to be issued. When the invoice is processed to pay the purchase order the quotes do not have to be attached to the eVendor Voucher. Purchasing Card transactions and non-purchase order vendor voucher payments must have the three (3) quotes along with the invoice attached as adequate documentation.

What is the term of the agreement?

The term of this agreement is four years, ending June 30, 2025. Agreements with the Preferred Vendors will be evaluated on an annual basis. Therefore, it is very important that we receive input from you regarding the service received from the vendors and the quality of the product produced. Please use the Preferred Vendor feedback form to provide positive or negative feedback related to your promotional product order.

Please contact Amanda Hallmark at amh0271@auburn.edu in PBS or call 844-3559, if you have any additional questions.