

How Do I Buy...

Promotional Items

Buyer Contact Information:

[Kimberly Dulaney, CPSM](#)

[Benny Snuffer](#)

Current Virginia Tech Contract Vendor(s):

[Bright Ideas, LLC](#)

[NewClients, Inc](#)

Description:

Promotional items may include items such as coffee mugs, mouse pads, pens, and other small dollar items given to promote an event or department. Departments can work with contracted vendors direct. No additional pricing is needed if working with a contract vendor.

To use another vendor:

Follow procurement guidelines for amounts over \$2,000. Submit quote with non-catalog HokieMart requisitions for processing.