



How Do I Buy or Handle...

Promotional Items

Current Virginia Tech Contract Vendor(s):

Please refer to [VT Contracts](#) for a list of vendors. Key word search “promotional” to view a list of current contracted vendors for promotional items.

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 directly. No additional pricing is needed if working with a contract vendor.

We recommend you touch base with the Controller’s office, as they oversee the appropriate use of state funds.

To use another vendor:

Follow procurement guidelines for amounts over \$10,000. Submit quote with a non-catalog HokieMart requisition for processing.

For more information contact:

- Procurement 540-231-6221