

Promotional Items Approval Form

All university funds, regardless of their source of origin, are considered to be public funds and are governed by Virginia law and university guidelines. Expenditures from university funds must be able to withstand the test of public review.

Promotional items may be purchased with university funds in accordance with the guidelines below.

Complete the form and attach to the HokieMart Purchase Order along with vendor quote.

Department Contact Information

Department Contact _____ Email _____
Department _____ Fund Number _____

Promotional Items Information

Vendor _____ Amount per item (including set-up & design fees) _____

Description of item(s) _____

Purpose _____

Guidelines

- ***Promotional items must be for official university business (recruiting, advertising programs, etc.).***
- ***Promotional items may be provided to current and/or prospective students, guests, and the general public. Only departments that provide services directly to university employees (ex: VT Police, Hokie Wellness, etc.) may purchase promotional items to provide to employees from other departments.***
- ***Promotional items must not be purchased with the intention of providing the items as gifts (given in appreciation of a donation, service, etc.)***
- ***All promotional items must follow the university's branding standards related to approved colors, fonts, logos, naming conventions, etc.***
- ***University funds should not be used to purchase promotional items on behalf of a student club or organization.***
- ***Promotional items should cost no more than \$20.00 per item. This includes all set-up and design fees, but does NOT include shipping.***

Certification Statement & Signature

I hereby certify that the items described above will be used for official business and this request meets all university guidelines for the purchase of promotional items from university funds.

Certification by Department Head (Required):

Printed Name Signature Title Date

Controller's Office Pre-approval (Required for orders exceeding \$2,000.00. Submit form along with vendor quote):

Printed Name Signature Title Date