



Promotional Items Checklist

Use the checklist below to make sure you have added everything needed to the eRequest.

Use the [Promotional Items Guide](#) in order to correctly purchase promotional items.

APPROVALS

DOES IT NEED HIGHER APPROVAL?

If an item is being given to an employee one-level-higher approval is required.

- Attach an email from the higher level approver to the eRequest OR
- Ask your primary approver to Ad Hoc the level higher approver at the approval stage

DOES IT REQUIRE DEANS DELEGATED APPROVAL?

A gift to an employee that is > \$100

A gift that is being given on behalf of someone that reports to the dean.

- Attach an email from FAESdean@osu.edu to the eRequest OR
- Ask your primary approver to Ad Hoc Graham Cochran at the approval stage

*Note for gifts over \$1,000 please work with your HR Representative.

BRANDING

DOES IT REQUIRE BRANDING APPROVAL?

○ If your item is not branded

- Attach a proof from the vendor showing the design of your order OR
- Add a comment to the eRequest stating that there is no branding

○ If your item is branded or you aren't sure if it is branded

- Attach branding approval email received from Trademark and Licensing. Follow the instructions in the [Promotional Items Guide](#) for this three step process OR
- If you are using an approved template with no modifications attach the [PDF of the template](#) you are using as well as the PDF of the proof from the vendor.

BUSINESS PURPOSE AND RECIPIENTS

- INCLUDE IN THE BUSINESS PURPOSE:** List whether or not the items are going to be sold to individuals or whether they are given away for free (determines the vendor choice).
- LIST OF RECIPIENTS AND THEIR OSU AFFILIATION:** For items costing more than \$10 per item list the recipients and their OSU affiliation. This can be received after the order has been placed but should be added prior to completion of the eRequest. In instances where a list is not possible a comment should be made explaining the reason why.
- EMPLOYEE GIFTS:** If an item is being given to an employee email [Cindy Buxton](#) to find out if the gift is taxable to the employee and attach the email to the eRequest. If taxable – give to the appropriate person to do an HR Action Request.
- NON EMPLOYEE GIFTS OVER \$250:** See the [Non Employee Gift Guide](#) for processing instructions and make a comment on the eRequest that the form has been faxed.

Vendor Selection Information

For reference only – no action needed on this page.

For Sale Vendors

APPAREL CONTACTS:

J. America Sportswear – Ohio State Sales Team
 D.J. Kelley – dj@kelleyssalesteam.com – 614-626-4946
 Austin Waddle – austinw@kelleyssalesteam.com – 614-626-4946

J AMERICA SHOULD BE CONTACTED FIRST

PROMOTIONAL PRODUCTS CONTACTS:

Barefoot Promotions – Britni Ridgeway – Britni@barefoot-promotions.com – 614-888-9910

- All promo type items – Online catalog: www.swagqueen.com

Relay Gear – Jimmie Bryson – jimme.bryson@halo.com – 614-850-1931

- All promo type items – Online catalog: www.halo.com

Wincraft Inc. – Melissa Flom – mflom@wincraft.com – 888-339-8602

- Pennants, Rooter Poms, Lanyards, Custom Items, etc. - Online catalog: www.wincraftusa.com

Victory Postcards – Scott Armstrong – victorypostcards@gmail.com – 614-764-8975

- Bobble Heads, Pens, Mugs, Water Bottles, etc. - Online catalog: www.victorypostcards.com

Aminco International – Aisha Straube – aisha.s@amincousa.com – 949-457-3261

- Lapel Pins, Koozies - Online catalog: www.amincousa.com

Tervis Tumbler – Brad Schneider – bschneider@tervis.com

- Stock and Custom Insulated Drinkware - Online catalog: www.tervis.com

BSI Products – Scott Robinson – scott@bsiproducts.com – 888-381-2596

- Pennants, Buttons, Stadium Cushions - Online catalog: www.bsiproducts.com

Fathead – Nathan Partington – nathanpartington@fathead.com – 800-328-8877

- Vinyl Decals, Full-size Cut Out Mascots, Portable Device Covers - Online catalog: www.fathead.com

Beveridge Marketing – Peter Beveridge – peterb@eyebblack.com – 301-816-1980

- Stock and Custom Eye Black Strips - Online catalog: www.eyebblack.com

Spirit Products – Manon Camacho – mcamacho@spiritproducts.com 978-372-2022

- Pennants, Key Rings, Buttons, Sport Bead Necklaces, Stadium Cushions, Novelty Headwear
 Online catalog: www.spiritproducts.com

For Free Vendors

Supplier (click directly to view)
American Solutions for Business
Express Promotions
G&G Outfitters
Golden Star Promotions
Idegy Inc.
Outreach Promotional
Overture
Passion Works Studio
Proforma TCL
Shumsky Enterprises
Smile Promotions
Sunshine Promotions

EXCEPTIONS TO VENDOR CHOICE

OFF-CAMPUS UNITS

On-campus units must always use these vendors. Off-Campus units may use a local vendor if all of these conditions apply:

- Item is not branded
- Item is not to be sold
- Cost will be less than \$5,000

A quote from one of the contract vendors has been received and it is more than the local quote (keep with transaction documentation)

USE OF THE 4-H MALL OR SIMILAR SITE

You can buy items with the 4-H clover from the 4-H Mall or similar establishment with a PCard or checking account.

You can sell those items.

The customization available on the website for items is allowable as long as what you are adding isn't an Ohio State-branded message.

If you are customizing more than what is available on the website (requiring design assistance or a special quote) or the customization involves an Ohio State brand, then you cannot use the 4-H mall or similar site.