



<b>Desk Procedure Title: Promotional Items</b>	<b>Effective Date: 5/6/2024</b>
<b>Procedure ID #: PC-FIN-5-24</b>	<b>Date of Last Revision: 9/1/2010</b>
<b>Oversight Department: Controller's Office</b>	<b>Next Review Date: 5/1/2027</b>

### 1. BRIEF DESK PROCEDURE DESCRIPTION

The Radford University Promotional Items procedures establishes standards and guidelines for to follow when buying promotional items.

### 2. APPLICABILITY

Any University funds (including E&G, auxiliary, local, and grant funds) are subject to this policy when making purchases.

### 3. PROCEDURE

All the following procedures **must** be followed when purchasing promotional items:

- A.** Items must be intended for official business only (e.g., recruiting, advertising programs, etc.), not as gifts. An eVA purchase orders must be assigned **prior** to purchase of the items. All applicable procurement regulations and contracts must be followed.
- B.** Written documentation must be included on the eVA purchase requisition comment screen or as an attachment justifying the business reason for the items including how the items support the university and/or department mission(s).
- C.** Items must be imprinted with an official Radford University logo. Written approval of the design must be secured prior to the purchase of the any promotional items. Contact the Assistant Athletic Director for Athletic Communications (trademark/licensing reviewer) for this approval and attach a copy to the eVa purchase requisition.
- D.** Items must not be intended for presentation to university employees.
- E.** Items must cost \$20.00 or less per unit including setup fees (shipping costs are excluded from the per unit cost).
- F.** Purchases qualifying as promotional items should be charged as advertising expense to Banner account code #712480.



**4. RESPONSIBILITIES**

- Comply with the outlined procedure when obtaining promotional items
- Maintain all supporting documentation
- Ensure all internet orders are in compliance with this procedure in addition to eVa and SPCC procedures
- Provide sales tax exemption to vendor before purchase

**5. APPENDICES**

N/A

**APPROVED BY:** \_\_\_\_\_  
*Signature*

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_