Procedure for Purchasing Printed Clothing and Novelty items
begin 4 weeks or more before needed date

**Clothing and Novelties**

**Use Pre-Approved vendors** - UConn has specific businesses we work with for: Imprinted Clothing, Novelty Items, and Promotional Giveaway Items. Clothing purchases, especially imprinted products, require 4 weeks to produce. Using these companies assures a volume discount, and favorable prices. What you need may be available from these vendors. The USG or Club leader requesting the clothing purchase takes the lead on the transaction. Treasurer and Student Activities Office will help navigate these processes.

**Clothing and Novelties Purchase Steps for student leaders:**

a. Meet with your Group. Discuss quantities, sizes and purpose for purchasing the items.

b. Visit websites listed below for products and suppliers. Different sellers produce different items. Explore.

c. Contact the seller- let them know you seek to purchase through the UConn Contract.

d. Secure a quote and a design proof from the seller. *Be sure to include date items are needed by!* Do not make a full commitment yet.

e. Submit a Budget Request for funding, and attach the proof and quote. Include any set-up and Delivery costs.

f. Once approved by USG, a Student Activities Office staff member obtains a Purchase Order to pay for order.

**Clothing and Novelty Vendors**

**Darter Specialties**
Michelle Byron
P.O. Box 88
Cheshire, CT 06410
(203) 669-9805
Michelle@darterpress.com

**PrintabiliTees**
Jere Eaton
180 Turn of River Road
Stamford, CT 06905
(203) 322-3390
jere@printabilitees.com

**Barker Specialty Company**
Kelly Cortellino
27 Realty Drive
Cheshire, CT 06410
(203) 272-2222
kcortellino@barkerspecialty.com

**Bay State Apparel**
Brian Whitney
44 Mead Street
Leominster, MA 01453
(978) 534-5810
brian@baystateapparel.com

**Ad-Merica**
Win Opel
34 Soundview Ave
Shelton, CT 06484
(203) 929-4708
win@ad-merica.com

**John Michael Associates**
Jay Botwick
94 Holmes Road
Newington, CT 06111
(203) 666-1414 ext. 115
jay@jmalogos.com

**Silver Screen Design**
Cheryl Termo
Reviewed 5/30/19

**The Branding Company**
Christine Stewart-Styra