

# 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( SAO) will help navigate these processes. The SAO staff will complete the purchase.

## 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@darterpress.com](mailto:Michelle@darterpress.com)

Michelle Byron  
P.O. Box 88  
Cheshire, CT 06410  
(203) 669-9805

### [Silver Screen Design](#) [cheryl@silverscreendesign.com](mailto:cheryl@silverscreendesign.com)

Cheryl Termo  
324 Wells Street  
Greenfield, MA 01301  
(800) 593-4052, ext. 11

### [John Michael Associates](#) [jay@jmalogos.com](mailto:jay@jmalogos.com)

Jay Botwick  
94 Holmes Road  
Newington, CT 06111  
(203) 666-1414 ext. 115

### [Barker Specialty Company](#) [kcortellino@barkerspecialty.com](mailto:kcortellino@barkerspecialty.com)

Kelly Cortellino  
27 Realty Drive  
Cheshire, CT 06410 44 Mead Street  
(203) 272-2222

### [Ad-Merica](#) [win@ad-merica.com](mailto:win@ad-merica.com)

Win Opel  
34 Soundview Ave  
Shelton, CT 06484  
(203) 929-4708

### [Bay State Apparel](#) [brian@baystateapparel.com](mailto:brian@baystateapparel.com)

Brian Whitney  
44 Mead Street  
Leominster, MA 01453  
(978) 534-5810

### [The Branding Company](#) [cstewart@thebrandingcompanyusa.com](mailto:cstewart@thebrandingcompanyusa.com)

Christine Stewart-Styra  
66 Brookfield Drive  
Northford, CT 06472  
(203) 793-1923

