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 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.** USG VP and Treasurer along with Student Activities Office (SAO) will help navigate these processes. The SAO staff will complete the purchase. **NEW for 2020:** you only need 3 bids if the total purchase exceeds $5,000.

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. When you find what you want, contact the sellers- let them know you seek to purchase through the UConn Contract.
- d. Vendors should be bidding on "same clothing": such as "100% cotton Jerzee t shirts", not just "T shirts".
- e. 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.
- f. Submit a Budget Request for funding, and attach the proof and quote. Include any set-up and Delivery costs.
- g. 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**
Michelle Byron
P.O. Box 88 Cheshire, CT 06410
(203) 669-9805

**The Branding Company cstewart@thebrandingcompanyusa.com**
Christine Stewart-Styra
66 Brookfield Drive Northford, CT 06472
(203) 793-1923

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

**Silver Screen Design  cheryl@silverscreendesign.com**
Cheryl Termo
324 Wells Street Greenfield, MA 01301
(800) 593-4052, ext. 11

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

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

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

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