PROMOTIONAL ITEMS

One vendor is under contract to order promotional items.

You must reference **NCSU contract number 63-TTA197634** when requesting pricing. The vendor must include all shipping and set-up charges in the prices quoted. This contract is in effect until 9/30/15.

Contact Terry Allen in Purchasing at 919-513-1703 or ttallen@ncsu.edu, if there are questions regarding this contract.

If your total delivered order is $5,000 and above, your department bookkeeper must enter a Financials requisition. Purchasing will create a purchase order and send it to the vendor. A copy of the vendor's quote must be sent to Purchasing as documentation of the items to be ordered, etc.

If your total delivered order is under $5,000, your department may place the order itself and pay using your purchase card or small purchase voucher.

All promotional items with NCSU logos/branding must be licensed. End users may only purchase A from vendors who have been approved for licensing.

**Cheshire Marketing: Gary Cheshire**

**Discounts offered:** A/P codes: 20% off; B/Q codes 12% off

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