

Greetings from the Purchasing Dept:

We purchase all of our Loyola nametags with a magnetic back (see photo(s) below) from Attaway Awards Vendor # 2058113 “aka Plaque Commander” @ \$5.95/each using object code 51001. Please add a separate line item for U.S. Mail shipping cost using object code 51011 (US Postage) for \$9.90-it will ship in a small flat rate envelope to send them to Loyola via the Post Office. The vendor can ship up to 12 nametags per box so if you order more, please double the shipping cost. Enter the requisition description as a Loyola nametag and please provide the name and title for each nametag in the body of the text. See example below.

Type the requisition description as follows:

1 qty Loyola University gold nametag @ \$5.95/each

**Line 1: (enter the name)**

**Line 2: (enter the title)**

**Line 3: (if necessary, enter the Dept)**

Example of exactly how to type each line item on the Requisition:

**Line 1: Lisa Kibler**

**Line 2. Asst Director of Procurement Services**

**Line 3: Purchasing Dept.**

If you need to contact the vendor directly: call Jon Jones 985-781-5151 attawaytrophies@aol.com. For numerous nametags, please send an accompanying email to him or attach a Word.doc with the correct spellings, titles, etc. **referencing the PO#**. Sometimes the PO’s are difficult to read. You may also request proofs of the nametags prior to printing, simply provide him with your email address.

The Marketing Dept. has approved two different nametags below. Please specify “gold” or “maroon” when entering the nametag description on the requisition. See photos below. NOTE: The Loyola logo cannot be altered (reduced, etc).

If you need further assistance, please call me.

Regards,

Lisa Kibler

Asst. Director of Procurement Services

Loyola University New Orleans

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