

## Promotional Items Category

### Preferred Vendors by the Purchasing Dept. (vendors in alphabetical order)

#### Use object code 51009 (Promo items)

- **Favorites Promotional Products**: Vendor ID 2058032; contact: Mary Kay Casadaban; phone: 504 218 5227, email: [MKC@FAVORITESPROMOTIONALS.COM](mailto:MKC@FAVORITESPROMOTIONALS.COM); website: <https://www.favoritespromotionals.com/>
  - **Foley Marketing**: Vendor# 2061424 contact: Tyson Foley; P: 504-361-7400; email: [TYSONFOLEY@FOLEYMARKETING.COM](mailto:TYSONFOLEY@FOLEYMARKETING.COM); website: <https://www.foleymarketing.com/>
  - **International Ticket Company LLC ITC CREATIVE BRANDING** Vendor # 2060088; contact: Larry Manshel; P: 985-809-8081; C: 985-789-2459; email: [larry@itccreativebranding.com](mailto:larry@itccreativebranding.com); website: [www.itc4promos.com](http://www.itc4promos.com) ; (WOSB Woman Owned Small Business)
  - **Promo Direct** Vendor ID 2057961 contact: phone: 702-534-4759, 702-856-0791 Email: [kellieb@promodirect.com](mailto:kellieb@promodirect.com) website: <http://promodirect.com>
  - **REI Promos** Vendor # 2058115; contact: Rachel Badie; P: 504-702-6600; email: [rachel@reipromos.com](mailto:rachel@reipromos.com) ; website: [www.REIpromos.com](http://www.REIpromos.com); (WOSB Woman Owned Small Business)
  - **Samson Business Products** Vendor # 2057971; contact: Gerard Sambols; phone: 504-837-2237; email: [orders@SAMSONBP.COM](mailto:orders@SAMSONBP.COM); [gsambola@samsonbp.com](mailto:gsambola@samsonbp.com); website: <https://samsonbusinessproducts.espwebsite.com/>
  - **Staples Promotional Products** Vendor #2058421; contact: Shannan Beason; P: : 832.496.6972; email: [Shannan.Beason@staples.com](mailto:Shannan.Beason@staples.com); Alternate contact: Shannon Buie (913)-319-4698 x94698; email: [Shannon.buie@staples.com](mailto:Shannon.buie@staples.com); Website: <http://www.staplespromotionalproducts.com/>
- ❖ You may use any one of the vendors listed above for promotional items – this excludes t-shirts. **See *Preferred Vendors T-Shirt list***.
  - ❖ Please do not authorize any order to a vendor without an approved purchase order # from the Purchasing Dept and artwork approval from the Marketing Dept. and end user.
  - ❖ **Any quotes exceeding \$5000 must be bid out by the Purchasing Department. Three quotes are required along with Cost Price Analysis form. Contact Lisa Kibler @ 504-865-3189.**
  - ❖ **If you need assistance on sourcing promotional items or obtaining quotes, please call Lisa Kibler x3189 or email [lgkibler@loyno.edu](mailto:lgkibler@loyno.edu).**

- ❖ Please provide all vendor feedback (pros and cons) to Lisa Kibler – Loyola University Purchasing Dept. 504-865-3189 or [lgkibler@loyno.edu](mailto:lgkibler@loyno.edu) .

**IMPORTANT NOTE for Artwork:**

When ordering any products with “Loyola University New Orleans” and/or any “Loyola logo” on them, the artwork and colors must be approved by Marketing by submitting artwork to:

Marketing approval form for logos:

<https://app.smartsheet.com/b/form/ef52778a071e4282a17fe819dd3fe755>

\*You will be notified by Marketing once artwork is approved.

NOTE: All final proofs need to be approved by Marketing’s Hollie Garrison [hagarris@loyno.edu](mailto:hagarris@loyno.edu) **prior to approving a proof.**

- Artwork should be sent in the following formats: *.eps* or *.ai* files (not created in Microsoft Word, but an illustrator program)
- **IMPORTANT: When entering your requisition, please attach a copy of the artwork.**