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; website: https://www.favoritespromotionals.com/
- Foley Marketing: Vendor# 2061424 contact: Tyson Foley; P: 504-361-7400; email: 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; website: 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 website: http://promodirect.com
- REI Promos Vendor # 2058115; contact: Rachel Badie; P: 504-702-6600; email: rachel@reipromos.com; website: www.REIpromos.com; (WOSB Woman Owned Small Business)
- Samson Business Products Vendor # 2057971; contact: Gerard Sambols; phone: 504-837-2237; email: orders@SAMSONBP.COM; 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; Alternate contact: Shannon Buie (913)-319-4698 x94698; email: 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.
Please provide all vendor feedback (pros and cons) to Lisa Kibler – Loyola University Purchasing Dept. 504-865-3189 or 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](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 **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.