**How to Purchase Promotional Items**

A contract has been established with 4imprint for the purchase of imprinted promotional items. Since these items are on a contract, all purchases must be made with a purchase requisition/purchase order. Purchases cannot be made with a credit card or direct pay voucher. Please use the following instructions when purchasing imprinted promotional items.

1. **Item Selection:** Browse the 4imprint website ([www.4imprint.com](http://www.4imprint.com)) or contact a 4imprint representative (Mary Vamosy [mvamosy@4imprint.com](mailto:mvamosy@4imprint.com)) to find the items that you would like to purchase. Not all items are shown on the website.
2. **Quote:** Once you have selected the item(s), ask the 4imprint representative to e-mail you a quote. Ask them to include any possible discounts.
3. **Design and Artwork:** Contact a designer in University Marketing & Communication (x1116 or x1032) for design assistance and/or approval of artwork before ordering. Designers will help create your artwork and, after approval, send it to you to submit with your order. You must contact a designer instead of allowing 4imprint to alter existing files. Consulting a designer will guarantee that your artwork is up to date and presents an accurate and consistent look for the University. Once you have the artwork from the designer, you can send it to the 4imprint representative. The 4imprint representative will send you a proof that you will need to approval before the order is placed.
4. **Purchase Requisition:** Create a purchase requisition in Banner or CatPAWS referencing the coupon code (NWMO19), quote/order number, product number(s), and quantities. Also, forward a copy of the quote to Ben Jermain in Purchasing. Please reference in the e-mail if it is a rush order.
5. **Order Placement:** Purchasing will e-mail the purchase order and quote to 4imprint to place the order.

If you have questions or comments, contact Ben Jermain at x1570 or bjermain@nwmissouri.edu