ATU Finance has two important announcements to share!

Firstly, we have an updated gift prize and award approval process.

ATU Controller's Office is excited to introduce a simplified gift, prize, and award approval process. After careful consideration and consultation with our Executive Council, the gift prize award form is no longer required for items that meet the following guidelines
- ✓ Branded to include ATU's logo <u>or</u> reference to an ATU program
- ✓ Purchased to be given away to promote ATU or an ATU program

To align with the university's effort toward increased brand recognition as mentioned by Dr. Jones in the Fall 2025 Presidential update, departments are strongly encouraged to use branded items for giveaways.

Secondly, we are happy to share the new ATU dedicated site for all promotional purchases is live!
👉 ATU Promotional Products Shop is loaded with pre-approved Act 943 compliant promotional merchandise from our contracted vendor 4Imprint.
- This site is your **only** stop for ATU branded and promotional items such as pens, pennants, cups, bags and more.
- This selection of items was compiled at the request of our ATU Administration and in consultation with a group of student-focused employees.
- All promotional purchases for items other than apparel must be made through this site using a Pcard.
- See the FAQ link at the top right of the page for more information about how to shop the site.
- For all screen printed t-shirts, polos, and sweatshirts continue to use the awarded vendors listed here. An updated list of these vendors will be available in the coming weeks.

Attached is a flow chart of this updated process and *below are a few example purchases for reference*.

Ink pens for recruiting event.
Purchase via the ATU 4Imprint site (https://shopatu.mybrightsites.com/) with pcard. Use coupon code ATU10 at checkout.
Code the purchase using account code 703926 on pcard log.

T-shirts for ATU student event to include ATU log, program name, or ATU event name
Purchase using instructions and vendors listed here on PO. Do not use Pcard for t-shirt or other shirt purchase.
Enter account code 703236 on requisition FOAP information.

Submit approved Departmental Copy of po to Accounts Payable after shirts are received.

iPad for student event door prize.
Complete and submit standard GPA form located [here.](#)
Advertise and purchase after Controller approved form is received. [Follow all ATU Purchasing guidelines for Apple product purchases](#). Enter account code 703930 on requisition.
Upon award winner signs Reporting Form (page 3 of GPA Form).
Awarding department submits that form to Controller's Office within 5 days of award.
Submit signed Departmental copy of PO along with Controller approved GPA form to Accounts Payable for vendor payment.

Prize basket of non-branded items (if all items in basket are branded or feature ATU program info, no GPA is needed) for student competition award with combined value of less than $75.
Complete the Small Dollar GPA form.
Advertise and purchase award after receiving Controller approved form.
Purchase items on pcard using account code 703930 on pcard log when reconciling charges.
Submit copy of Controller approved GPA with pcard log.

Gift Card for student survey participation
Complete the Standard GPA form.
Advertise and purchase gift cards after receiving Controller approved from.
Gift cards cannot be purchased using pcard. Contact Procurement for information on purchasing gift cards.
Upon receipt student signs Reporting Form (page 3 of GPA Form).
Awarding department submits that form to Controller's Office within 5 days of award.

Decide to purchase item for student promotion, award or prize.

Is the prize or award a gift card or cash(check)?

No

Yes

Is the item branded with ATU logo or department or program name? Example: ATU Upward Bound or College of Business

Yes

No

Is your purchase a t-shirt, polo or sweatshirt?

Is the total value of your gift, prize, or award valued at $75 or under?

Yes

No

Yes

No

Purchase using process and vendors listed at https://www.atu.edu/purchasing/docs/Screen%20Printed%20Apparel%202.pdf. Do **not** pay with Pcard.

Purchase at https://shopatu.mybrightsites.com/ using ATU10 as promo code at checkout for our discount. Pay with pcard.

Submit Small Dollar Amount GPA form located at www.atu.edu/controller according to instructions on form.

Submit Standard GPA form located at www.atu.edu/controller according to instructions on form.

Use Account Code 703236 for all of these purchases.

After receiving Controller approved GPA, advertise and place order for item following all ATU procurement guidelines and policies.

Use Account Code 703930 for all of these purchases.