

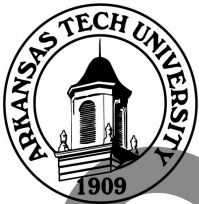
## Screen Printed and Embroidered Apparel Purchasing Procedure

In order to streamline the procurement process for screen printed and embroidered apparel, ATU has recently awarded Request for Proposal 21-039 for screen printed and embroidered apparel purchasing. The following vendors were awarded in no particular order. These vendors must be used for all screen printed and embroidered apparel purchased with University funds excluding athletic uniforms.

1. BSW T01010698 501-354-1113 or bswsalescb@gmail.com (Christie Brown)
  2. Express Press T01335346 austin@expresspress.com or bids@expresspress.com
  3. River Valley Screenprinters T01001753 479-967-6110
  4. Russellville Printing T01000130 479-968-2775
  5. River Valley Specialtees-may be used for embroidery only T01254006 479-967-6150
- T numbers and telephone numbers are provided for your convenience.

### **The following process must be followed for each apparel project.**

1. Submit your artwork for approval with MARCOMM at <https://www.atu.edu/marcomm/project-requests/license-artwork.php>. If you need help with a design, please contact MARCOMM via this form to discuss your project in more detail <https://www.atu.edu/marcomm/project-requests/creative-other.php>
2. After receiving artwork or artwork approval, contact one of the vendors listed above and obtain a quote. Remember, River Valley Specialtees may only be used for embroidery.
3. Submit a request for Controller's Office approval for all apparel that is given away as a promotional item or prize at <https://www.atu.edu/controller/docs/StudentGiftPrizeAward%20Current%20as%200of%2004-20-21.pdf>. This approved form must be on file in Procurement before a PO will be issued.
4. Submit a requisition to the vendor matching the quote line for line and include the text "RFP 21-039" in the document text and use the PO included on the following page as an example of correct requisition entry. Do not include order details in the document text. Document text is for quote number and other general information only. Multiple requisitions may be required but Procurement will combine them into one purchase order.
5. Email the quote to [purchasing@atu.edu](mailto:purchasing@atu.edu),
6. Purchasing will issue a purchase order once the approved requisition arrives in our office and you will receive a departmental copy of the PO.
7. After receiving the departmental copy of the PO, send the artwork to the vendor.
8. Upon receipt of the completed apparel order, sign the departmental PO and send to Accounts Payable for payment issuance.



**Arkansas Tech University  
Procurement and Travel Services**

Young Bldg East End  
203 West O Street  
Russellville, AR 72801-2222  
Phone: (479) 968-0269  
Fax: (479) 968-0633

PO Number:
Issue Date: <b>07/14/21</b>
Delivery Date: <b>07/21/21</b>

**SEND INVOICES TO:**

ATU ACCOUNTS PAYABLE  
1505 NORTH BOULDER AVENUE  
ROOM 302  
RUSSELLVILLE, AR 72801-2222  
FOR TRAVEL POS SEND TR-1 WITH RECEIPTS TO TRAVEL SERVICES

REQ Number:  
**THE UNIVERSITY IS SUBJECT TO AR SALES TAX.**  
**STATE OF ARKANSAS: 6.5%**  
**CITY & COUNTY: 2.5%**

Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone

FOB Destination - Prepaid

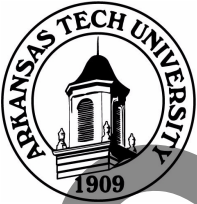
Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
1	T-shirts for Orientation Leaders and Incoming Freshmen and Transfer Students. RFP-21-039			
1	OL T-Shirt 1 Bella Canvas Heather Grn S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.7600	627.84
2	OL T-shirt 1 Bella Canvas Heather Grn 2XL	10.00 EA	7.1300	71.30
3	OL T-shirt 1 Bella Canvas Heather Grn 3XL	1.00 EA	8.4700	8.47
4	OL T-shirt 1 Bella Canvas Heather Grn 4XL	1.00 EA	9.9100	9.91
5	OL T-shirt 2 Bella Canvas Forest S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	5.4300	591.87
6	OL T-shirt 2 Bella Canvas Forest 2XL	10.00 EA	6.8000	68.00
<b>TOTAL:</b>				

APPROVED

DATE MD&S RECD \_\_\_\_\_ FINAL \_\_\_\_\_ PARTIAL \_\_\_\_\_  
DATE APPROVED \_\_\_\_\_ BY \_\_\_\_\_

**DEPARTMENTAL COPY**



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Vendor No:

Ship to: Arkansas Tech University

Contact Person & Phone  
Meighan Burke (479) 968-0235 ext.

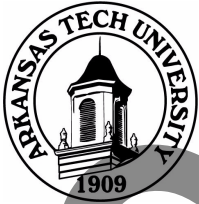
FOB Destination - Prepaid  
Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
7	OL T-shirt 2 Bella Canvas Forest 3XL	1.00 EA	8.1400	8.14
8	OL T-shirt 2 Bella Canvas Forest 4XL	1.00 EA	9.4800	9.48
9	OL T-shirt 3 Bella Canvas Heath. Ylw Gold S-XL 7-S, 52-M, 36-L, 14-XL	109.00 EA	6.0800	662.72
10	OL T-shirt 3 Bella Canvas Heath. Ylw Gold 2XL	10.00 EA	7.4500	74.50
11	OL T-shirt 3 Bella Heather Yellow Gold 3XL	1.00 EA	8.7900	8.79
12	OL T-shirt 3 Bella Heather Yellow Gold 4XL	1.00 EA	10.1300	10.13
13	Freshman T-shirt Gildan 2000 Kiwi S-XL	1,000.00 EA	2.6600	2,660.00
<b>TOTAL:</b>				

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Contact Person & Phone

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Terms: Net 30 Days

Item	Description	Quantity	Unit Cost	Total Cost
14	125-S, 225-M, 325-L, 325-XL Freshman T-shirt Gildan 2000 Kiwi 2XL	125.00 EA	5.3200	665.00
15	Freshman T-shirt Gildan 2000 Kiwi 3XL	7.00 EA	6.8900	48.23
16	Freshman T-shirt Gildan 2000 Kiwi 4XL	3.00 EA	6.9900	20.97
17	30-S, 55-M, 55-L, 30-XL Transfer T-shirt Gildan 2000 Vegas Gold S-XL	170.00 EA	2.6600	452.20
18	Transfer T-shirt Gildan 2000 Vegas Gold 2XL	25.00 EA	5.3200	133.00
19	Transfer T-shirt Gildan 2000 Vegas Gold 3XL	5.00 EA	6.8900	34.45
20	Transfer T-shirt Gildan 2000 Vegas Gold 4XL	3.00 EA	6.9900	20.97
TOTAL TAXES:				556.72
<b>TOTAL:</b>				<b>6,742.69</b>

**VENDOR INFORMATION:**

ID: T01000130  
Phone: 479-968-2775  
Fax: 479-968-5175

APPROVED

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