

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 06-24

Section: University Advancement

Subject: Promotional Items

Promotional items used for a variety of purposes, such as conferences, campus visitors, fund-raising, alumni gatherings, special events, etc., are available from the Office of Marketing and Communications.

1. Promotional items generally include brieffolios, pencils, ballpoint pens, key tags, rulers, coffee mugs, etc.
2. In stock items may be purchased by IDT from the Office of Marketing and Communications.
3. Assistance is available for securing special needs promotional needs. It is the responsibility of the ordering department to pay all costs including die charges, shipping, handling and tax.
4. All items to be imprinted with university logos or imagery representing the university must be reviewed to ensure compliance with University standards.

Revised 06/30/13.