PURCHASING POLICY

ORDER TOTAL
If your total order is UNDER $1500 you can work with any vendor you wish.

If your total purchase will be OVER $1500 then you MUST get three quotes from vendors and one quote MUST be from Staples Promotional Products. If Staples is not the lowest quote, you can use the vendor that does come in lower. You MUST however get bids for the same/like items.

Staples Promotional Products
Nanette Durr
Sales Coordinator, Staples Channel Support
1520 Albany Place SE
Orange City, IA 51041-0147
P: (800) 369-2277 ext. 2677
nanette.durr@Staples.com
staplespromotionalproducts.com

If you have more questions on this process, please come and see Ben Thomas, the Financial Coordinator or email at bmtccl@rit.edu.

PROMOTIONAL VENDORS
If you don’t know any promotional vendors to work with, these two are local and very helpful. They can also bring samples of items you are looking for:

E5 Print Group
Rick Mitchell
2125 Buffalo Road, Suite 113
Rochester, NY 1624
Phone: 426-3060
Rm.e5Inc@frontiernet.net
e5printgroup.com

Think Tank Promotional, Inc
Kris Smith
Account Executive
189 N. Water Street; suite 100
Rochester, NY 14604
Phone: (585) 244-5772
ksmith@thinktankpromotional.com
thinktankpromotional.com