



CHRISTOPHER
NEWPORT
UNIVERSITY

PROCUREMENT SERVICES

Official Memorandum

To: Christopher Newport's eVA Users, SPCC Cardholders and Approvers

From: Danielle Henley, Director of Procurement Services

CC: Nicole Hunter, Associate Comptroller and Erin Gray, Accounts Payable & General Account Manager

Date: April 10, 2026

Subject: Guidance on Swag or Promotional Item Purchases using State/Grant Funds

The Office of Procurement Services, in partnership with the Business Office, would like to provide guidance regarding the purchase of swag or promotional items using state or grant funds.

All swag or promotional items intended for distribution at student, alumni and other campus events, **and funded with state or grant resources**, must be submitted to the Business Office for review and approval prior to placing an order. Requests for approval should be directed via email to Erin Gray, Accounts Payable & General Account Manager. Approval will be granted only when the proposed items are appropriate, reasonable in cost, and clearly aligned with the university's mission and objectives.

Once approval has been obtained, the approval email must be attached to the requisition as supporting documentation to ensure proper processing and compliance with university policies.

****Please note that the purchase of swag or promotional items for staff or faculty is strictly prohibited when using state or grant funds.**

Additionally, the university maintains 24 strategic print contracts that are capable of providing a wide range of promotional items. The university also has access to various marketing and promotional contracts through VASCUPP. These contracted vendors should be given priority over non-contracted suppliers, as they offer competitively negotiated pricing, established quality standards, and greater administrative efficiency.

We appreciate your cooperation and continued commitment to compliance, transparency, and responsible stewardship of the University's funds. For questions regarding procurement procedures or vendor selection, please contact the Office of Procurement Services prior to making a purchase.

Thank you.

Sincerely,
Office of Procurement Services
Email: procurement@cnu.edu