

## PROMOTIONAL ITEMS ORDER FORM

Please complete the form and email to Marcy.Olson@SMSU.edu you will be notified when your order is ready for pick-up.

## Communications & Marketing



- A. Khaki Tote Bag: 15" x 13" size
- B. Sticky Notes 3" x 4" size, 25 Sheets per pad
- C. Magnetic Clip
- D. Aloe Lip Balm, vanilla
- E. Campfire Ceramic Mug, Brown, 15 oz.
- F. Memo Notebook, 5" x 7" size, 60 pages
- G. Kraft Gift Bag: 10-1/2" x 8" size
- H. Felt Pennant ( $\approx$ 24" long)

PRODUCT:	COST EACH:	QUANTITY:	TOTAL:
Tote Bag	\$1.50		
Sticky Note	\$.25		
Clip	\$.50		
Lip Balm	\$.75		
Mug	\$2.00		
Notebook	\$1.50		
Pennant	\$5.00		
Gift Bag	\$.50		
Totals			

STATE UNIVERSITY.	Tutais					
Department/Office Name:	Charge Account (6 digits)					
Contact Person:	Office	Office Location:				
Contact Email:	Phone:					

FOR OFFICE USE ONLY DATE RECEIVED: FILLED BY: PICKUP EMAIL SENT: FUND TRANSFER SENT: FUND TRANSFER TO 140005