

Ordering TCC Promotional Items

Promotional items effectively engage prospective and current students, employees, and the community while supporting the One College message.

Be sure to plan ahead and allow plenty of time for the vendors process.

Consolidus

tccdpromos.com

Amanda Wishnek, amanda.w@consolidus.com

866-776-6649

Mulholland

tccgear.itemorder.com

Jason Murray, mjmurray@mulhollands.com

817-624-1153

How to order promotional items

1. View digital catalog

Consolidus – tccdpromos.com

Mulholland – tccgear.itemorder.com

2. Log into department account

First time users will need to register their department.

3. Select promotional items

Each vendor has a wide selection of promotional items in defined categories:

- Apparel – t-shirts, polos, outerwear, cardigans, hats, ties, lapel pins, button-down, socks
- Awards – trophies, plaques, paper weights, lapel pins, certificate covers
- Bags – totes, backpacks, string backpacks, gift bags, shopping bags
- Computer/Phone accessories – mouse pads, Bluetooth/wireless speakers, power banks, earbuds
- Drinkware – coffee cups, travel mugs, plastic cups, water bottles
- Office accessories – pens, pencils, highlighters, magnetic clips, memo pads, notepads, post-it notes, accessory organizers, pad folios, lanyards, badge holders
- Outdoor/Sporting – pennants, yoga mat, beach balls, frisbee/disc golf, stadium blankets, umbrellas, vehicle sunshades, in-care first aid kits, bicycle accessories, license plate frames, weather ponchos, dog collars/leashes
- Event accessories – table covers, tents, draping, balloons, tablecloths
- Miscellaneous novelty items – first aid kits, key holders, magnets, hand sanitizer, “manipulatives” such as stress balls, fidget spinners and pop-its

4. Select approved artwork

Each vendor has a TCC logo bank with pre-approved artwork.





As approved by TCC leadership and in support of the “One College” goal, no open graphics printing will be allowed. Apparel and awards are the only promotional items allowed open graphic designs. Submit a [Graphics Services Job Request](#) to receive assistance and approval of designs. Approval from Graphics Services must be provided to the vendor and added to the requisition.

5. Generate a quote

Working with the chosen vendor, generate a quote based on item pricing and quantity being ordered.

- Consolidus – quotes available online, by phone or email.
- Mulholland – quotes available by phone or email.

6. Generate a Requisition

Enter the quote information into the Promotional Form, found in TCC Marketplace. Select the vendor from the drop down and enter each line item.

Supplier

Once you have entered each line you will then choose Add and go to Cart at the top of the form. This will automatically create the lines in the requisition.

Available Actions:

After requisition has been created, attach quote from chosen vendor to the requisition. If you are ordering an open graphic design, you will also need to attach the graphics approval to the requisition.

7. PO issued

Once a requisition is submitted, the Procurement team will review and, if approved, a Purchase Order (PO) will be issued.

8. Receive promotional products

The vendor will fulfill the promotional product order, ship and bill TCCD. End users will then PORC in system per usual ordering guidelines.

Questions?

For questions about purchasing, contact Marla Givens, marla.givens@tccd.edu, or Karen McGuire, karen.mcguire@tccd.edu.

For questions about branding, contact Suzanne Groves, suzanne.groves@tccd.edu.