

	Course/Class Related Materials ¹	Apparel/Products with Clemson Marks for Resale			Apparel/Products with Clemson Marks for Internal Consumption ²
	Purchase by Clemson Whether Made On or Off Campus	Purchases for Item that will be sold on Campus or listed/linked on a Clemson website	Purchases for Item that will be sold on Campus by a non-Delegated Student Organization	Purchases for Item that will be sold Off Campus	On Campus (or website ⁵) or Off Campus
B&N	Required	Required	Optional	Optional	Optional
Contracted Promotional Product Supplier			Preferred ⁴	Preferred ⁴	Preferred
Non Contract Promotional Product Supplier			Optional ³	Optional ³	Optional ³

Contracted Promotional Product Suppliers:

Brown & Bigelow	Ricoh Business Solutions ⁴
Club Colors	SW Promotions
Diamond T Motivational Sports	Turner Graphics
Proforma Image Print	University Tees

¹ - Examples are textbooks, lab supplies, kits, uniform/clothing or other items required to be purchased by students for use in the classroom

² - Internal consumption is defined as Promotional Items - things given out by Clemson to employees, students, guests/visitors, etc... at no additional cost - i.e. not being resold in any manner. These are never off-the-shelf products that are already being sold by retailers (i.e. B&N store, Tiger Sports Shop, etc...). They should be customized with department/program details that differentiate them from "retail" items and can only be purchased from approved licensees for this specific purpose (see "Restricted Licensees" list here -

<https://www.clemson.edu/marketing-and-communications/policies-and-resources/licensed-vendors.html>).

³ - These purchases must adhere to procurement rules (bidding and \$ limits) except when purchased by non-Delegated Student Orgs, and supplier be an already licensed restricted license (i.e. for internal consumption only) vendor through Collegiate Licensing for the product and use noted. See here for list of current restricted licensees -

https://media.clemson.edu/university_relations/vendors/internal-licensee-list.pdf.

⁴ - Ricoh is not currently licensed to sell items that can be resold - can only be used for internal consumption

⁵ - As it applied to promotional items for internal consumption on a Clemson website, the website offering such items must be behind a firewall with access only granted to Clemson affiliated personnel or by access with a special code only available to Clemson affiliated personnel.