



STATE OF ARKANSAS
**Department of Finance
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OSP Policies

Promotional Items

This policy covers the procurement of promotional items for distribution to employees, students, or the general public. Items range from pins, buttons, pens, tee shirts, sweatshirts and plaques. Items of this nature are not normally permitted to be purchased utilizing state appropriated funds. However, agencies may have authorization to purchase items for promotional purposes by special language in the agency's appropriation acts.

Postsecondary education institutions may apply to the Chief Fiscal Officer of the State for a transfer of money from its operating expenses appropriation to a promotional item line item in accordance with ACA §6-63-304 (b).

The following items are not prohibited from procurement with general appropriated funds:

1. Plaques for student achievements
2. Plaques for board or commission members upon termination of service on a board or commission
3. Promotional items specifically authorized by language in a state or federal grant
4. Items purchased, the cost of which is reimbursed by students

The above items are the only promotional items authorized without specific language in an agency's appropriations act.