

City of Vicksburg

Promotional Items Policy

1. Purpose:

This policy is developed to provide guidance to address requests from individual departments for promotional material from the City of Vicksburg.

Sections 17-3-1 and 17-3-3 of the Mississippi Code of 1973, as amended, authorize the City to bring into favorable notice the resources of the City by advertising or publicity which is helpful in advancing the moral, financial or other interests of the City. The Board finds and declares that these promotional items advance the interests of the City.

2. Introduction:

Promotional items are tools that are used to assist in promotion of the City of Vicksburg.

- 2.1 A promotional item is a small branded item (pens, magnets, fans, water, etc), which is used as handout at trade fairs, shows, seminars or workshops, for a specific project or program to promote the City of Vicksburg.

3. Functions (Responsibilities)

- 3.1 The function of the Purchasing Department is to oversee the quality and standards, as well as the sourcing of the promotional items.

The storing and charging of the items is implemented by the Purchasing Department. The Purchasing Director will determine maximum and minimum stock levels.

3.2 Other Departments

No other department is allowed to purchase promotional items without approval of the City of Vicksburg's Board of Mayor and Aldermen. This would be to avoid duplication, ensure proper management and control of the items and to maintain identity guidelines.

Departments throughout the City of Vicksburg request for promotional items might differ due to their needs and communications.

4. Purchasing Process

Promotional and advertisement items will be purchased and can be picked up at the Purchasing Department through the following processes:

- 4.1 Promotional items that are requested through the Purchasing Department warehouse will be charged to the department's budget on a monthly bases.
- 4.2 Promotional items that are purchased for certain departments will be charged through their budgets and stored at their locations.

5. Selection and Sourcing of Items

- 5.1 All items will bear the City of Vicksburg seal or the emblems of Police and Fire Departments.