



# APPAREL

Be sure apparel items are purchased from an approved apparel vendor

- [Anton Sport Inc](#) or [Design A Shirt](#)  
Contact: [sales@antonsport.com](mailto:sales@antonsport.com) or [help@designashirt.com](mailto:help@designashirt.com)  
Tel: 480.731.3144  
905 N. Scottsdale Road, Tempe, AZ 85281
  
- [ASU Print and Imaging Lab](#)  
Contact: [print@asu.edu](mailto:print@asu.edu)  
Tel: 480.727.1636  
6075 S Innovation Way W, Mesa, AZ 85212
  
- [BC Graphics Inc](#)  
Contact: [Barry Hoffman](#) or [Amanda Moffatt](#)  
Tel: 480.831.1544  
210 W. Vaughn Street, Tempe, AZ 85283
  
- [College Thread, Greek House](#)  
Contact: [support@greekhouse.org](mailto:support@greekhouse.org)
  
- [University Tees](#)  
Contact: [customerservice@utees.com](mailto:customerservice@utees.com)  
Tel: 800.460.8337  
13000 Athens Ave #210, Lakewood, OH 44107
  
- [X-treme Apparel](#)  
Contact: [mark@x-tremeapparel.com](mailto:mark@x-tremeapparel.com)  
Tel: 602.368.2077  
21018 N 22<sup>nd</sup> St, Phoenix, AZ 85024

If your student organization desires to print any of the ASU logos on apparel, be sure to get approval from the ASU Trademark and Licensing department

- <https://cfo.asu.edu/student-organizations>

Types of Apparel: Polos, Sweatshirts, T-shirts, Aprons.

## **Pay an Invoice: Best Practices Method**

- Contact the vendor and place your order, let them know ASU USG will be paying for it
- Once you have an Order Approval or Invoice, create a purchase request
- The USGT Business Office will contact the vendor directly about payment
- Finish your order with the vendor, reach out to the vendor directly to confirm their side of this process
- The vendor will email the final invoice and payment link to the USGT Business Office
- Once payment is made, your purchase request will be approved.

## **Process a Reimbursement**

- Contact the vendor and place your order
- Finalize your order details and make payment
- Once you have a receipt, make sure it is itemized, shows the vendor information, shows the payee information, and shows proof of payment (card holder name, date of purchase and last four of the card number)
- Create a purchase request
- The USGT Business Office will process your reimbursement and email you if further information/documentation is needed
- Once the reimbursement is approved, your purchase request will be approved
- Expect a check in the mail within three weeks