

Effective February 14, 2024, the Communications Office has implemented a quantity limit on the number of free promotional items that can be requested.

Free promotional (swag) items will now be limited to 100 of each item per request. Requests over 100 will be subject to a per-item fee to ensure we can offer equitable opportunities for all units within the college to request promotional items.

While we will continue to offer promotional items for the college, requests over 100 will be asked to reimburse the Communications Office at the same bulk rate that the items were purchased for. Those costs can be found below (last updated 02/13/2025):

3" Stickers - \$0.30 each
5" Stickers - \$0.95 each
Cell Phone Wallets - \$0.98 each
Giftbags - \$0.62 each
Highlighters - \$0.45 each
Keychains - \$1.03 each
Large Capacity Folders - \$8.93 each
Notepads - \$0.79 each
Pennants - \$1.50 each
Pens - \$0.47 each
Standard Folders - \$1.59 each
Sticky Notes - \$1.05 each

The funds generated from this new policy will be used to replenish swag items as needed and allow the Communications Office to continue to expand the promotional items offered.

Units may continue to purchase items incorporating their department/program wordmarks using their own department funds. All purchases must be made through [licensed vendors approved by MSU](#).

If you would like assistance with placing an order for a college- or unit-branded item, please reach out to Kayla Thompson (thom2575@msu.edu).