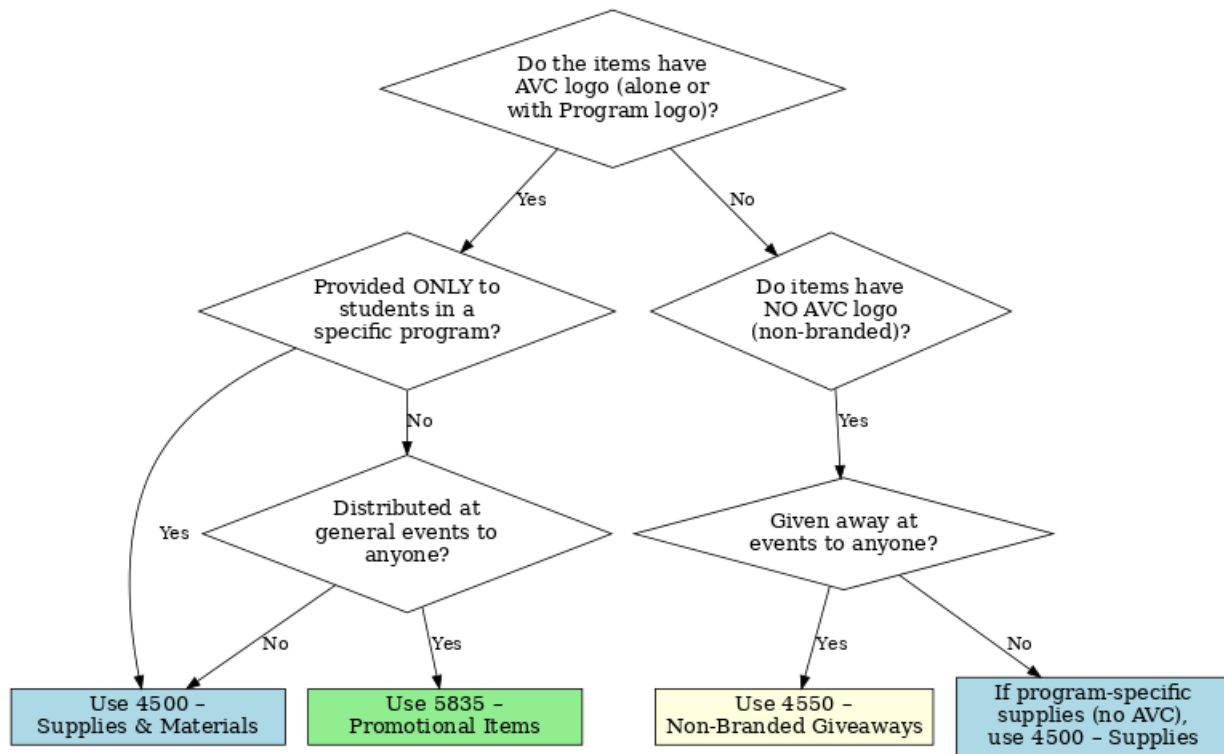


AVC Giveaway/Promotional Items

Quick Reference Guide

This guide provides a quick way to determine the correct account code (4500, 4550, or 5835) for AVC-branded or non-branded giveaway items. Use the flowchart for decision-making and the table below for at-a-glance examples.



Summary Table:

Item Type	Audience	Account Code	Notes
AVC or AVC+Program branded backpacks/shirts	Program students only	4500 - Supplies & Materials	Student/program support, not general promo
AVC or AVC+Program branded pens, swag	Anyone at events	5835 - Promotional Items	Promotional outreach/marketing use
Non-branded items (no AVC logo) given at events	Anyone at events	4550 - Non-Branded Giveaways	General giveaways (e.g., awareness pins)
Non-branded, program-specific supplies	Program students only	4500 - Supplies & Materials	Supplies tied to program/student eligibility

Reminder: When using AVC logo on any merchandise, marketing approval must be uploaded to OnBase.