

COMMONLY USED VENDORS LIST

All vendors that provide a service or that require a signature on an agreement are subject to the contract process. Please plan accordingly and submit all materials to the ASUO Finance Office 6 weeks prior to the event. Otherwise, submit a [Request to Purchase](#) (RTP) for the vendor.

This list is not comprehensive, if you are a student group wanting to purchase something from another vendor, please reach out to the vendor directly before attempting to write a RTP.

To pay an external vendor, you will be emailed a long form once the RTP is approved. Treat this long form like cash and give it to the vendor upon payment. Afterwards, we must receive an invoice or receipt immediately after the purchase is made. **Without this documentation, the vendor cannot be paid.**

UO Internal Vendors

Campus Planning & Facilities Management	More Information Here	Facility Services (Ex: Hanging Banners, Stage Set-Up)
Ford Alumni Center	Request Spaces Here	Reserving a Space in the Building
Motor Pool	More Information Here	Vehicle Rental
Museum of Natural & Cultural History	More Information Here	Various Supplies and Gifts
The Duck Store	Online Store Here	Various Supplies and Materials
UO Card Office	Contact Here	Duck Buck Vouchers
UO IS Media Services	More Information Here	Video Production, Streaming & Video Conferencing Support
UO Mailing Services	More Information Here	Shipping & Mailing
UO Outdoor Program	Equipment & Rates Here	Gear and Bike Rentals
UOPD	Contact Here	Event Security
UO Printing	Place an Order Here	Printing Banners, Flyers, etc.
UO Rec Center	Facility Rentals Here	Reserving a Space in the Building
UO Scheduling & Event Services	Browse Spaces Here	Reserving Spaces Across Campus
UO Ticketing Office	Browse Services Here	Fundraisers
UO Transportation Services	Guest Parking Rates Here	Obtain Guest Parking Permits for Events

UO Internal Vendors - FOOD

Bartolotti's Pizza Bistro – Order cannot be placed online	Contact Here	Pizza and salads
Subway – Order cannot be placed online	Contact Here	Sandwiches
UO Catering	Menu, Venues, & Contact Information Here	Various Menu Options

External Vendors – FOOD (Grocers & Restaurants)

[Catering waivers](#) are required for each vendor below except for grocery stores and pizza orders.

However, a catering waiver is required if you will be ordering items alongside pizza, such as salads, pastas, or desserts.

A catering waiver is required for grocers if items will be ordered from the deli.

Orders must be placed either in-person or through a phone call. Food may **not** be purchased using the p-card. Let the vendor know you will pay using a University Purchase Order. A long form will be sent to you once your RTP is approved. This long-form should be given to the vendor upon payment.

Bobahead	View Menu Here	Boba Tea
Bon Mi	View Menu Here	Vietnamese French Cuisine
Café Yumm (13 th)	View Menu Here	Large Variety of Vegetarian Options
Chacha's Hawaiian Grill	More Information Here	
Chef Becky Catering	More Information Here	Various Menu Options
Day & Night Boba Tea House	View Menu Here	Boba Tea
Dominos (Willamette) *See note above for pizza	View Menu Here	Pizza, Pastas, Desserts
EDKH Eugene	More Information Here	Hawaiian Island Cooking

Evergreen Indian Cuisine	View Menu Here	
Falling Sky Brewery	View Menu Here	Burgers & Sandwiches. Alcohol may not be purchased using ASUO funds.
Flourish Spices and African Food LLC (Salem)	View Catering Menu Here	
Hawaiian Time	View Menu Here	
Insomnia Cookies	View Menu Here	
Jersey Mike's	View Menu Here	Sandwiches
Kkoki Korean BBQ	View Website Here	
Makeda's	View Website Here	Ethiopian, Eritrean Cuisine
Maynila Filipino Cuisine	More Information Here	
MBOSQ	View Website Here	Mexican Food Cart & Catering
Pastini	Catering Menu Here	Italian Bistro
Philyaw's Cookout and Catering	View Website Here	Carolina BBQ
Shield Bistro & Catering	View Website Here	Various Menu Options
Spring House Chinese Restaurant	More Information Here	
Sunrise Asian Food Market *See note above for grocers	More Information Here	Fresh Food and Snacks
Sweet Life Patisserie	View Menu Here	Desserts
Taste of India	More Information Here	
Tasty Thai	View Website Here	
The Rabbit Hole	More Information Here	Boba Tea
Track Town Pizza *See note above for pizza	View Website Here	
541 Sushi	More Information Here	

External Vendors for Apparel – GOODS

To place an order with one of these vendors, please visit them in person or place an order over the phone/via email. We will need a quote or estimate from the vendor for the RTP. Once the RTP is approved, we will give you a long form to give to the vendor upon payment. Please email us the receipt/invoice immediately after so that we can pay the vendor ASAP.

If you would like to use a different vendor for apparel, please see Brand Management and Trademark Licensing's list of licensed vendors: <https://communications.uoregon.edu/licensing/licensing#Student-sports>

McKenzie SewOn	Services Offered Here	
My T Print	View Website Here	
Printwear of Oregon	View Website Here	
Threadbare Printing	View Website Here	
Triangle Graphics	(541) 344-7288	

External Vendors for Gifts or Supplies – GOODS

For the RTP we will need a quote or estimate from the vendor. If the vendor cannot supply this, you may submit a Word doc with the list of items you're purchasing and how much they'll each cost. Once the RTP is approved, you will be emailed a long form to give to the vendor upon payment. Please email us the receipt/invoice immediately after so that we can pay the vendor ASAP.

Visit the [ASUO Finance website](#) for rules pertaining to gifts.

Bazaar International Market (Corvallis)	Visit Website Here	Middle Eastern Food and Snacks
Best Pots	View Services Here	Portable Restrooms
Chase Flowers & Gifts	Visit Website Here	
Daily Emerald	Visit Website Here	Advertisements
Emerald Photobooth	View Rates Here	
Hiron's	More Information Here	Various Materials and Supplies
Jerry's Home Improvement	Visit Website Here	
Mama Pauline's African Market (Portland)	Visit Website Here	

Parties To-Go	Browse Store Here	Items must be purchased. If items are rented, a service agreement must be made 5 weeks prior to event.
Reflections Event Entertainment	Visit Website Here	Photobooth
Smith Family Bookstore	Visit Website Here	
Vishnu India Imports Eugene	More Information Here	
Willamette Valley Awards	Visit Website Here	Nametags, Plaques, Trophies
Common P-Card Vendors - GOODS		
For p-card purchases, please upload an estimate of the items you wish to purchase and provide an accessible link to your cart. Once the RTP is approved, our p-card holder will contact you once the purchase is made or if there are any issues. Please submit the RTP at least 10 days before you need the items to account for shipping/shipping delays.		
Amazon	Visit Website Here	
CollegeWear, Inc	Visit Website Here	Stoles
Custom Ink	Visit Website Here	
Eugene Silkscreen	Visit Website Here	
Fred Myer	Visit Website Here	Shipping only. No in-store pickup.
Home Depot	Visit Website Here	Shipping only. No in-store pickup.
Jo-Ann Fabrics	Visit Website Here	Shipping only. No in-store pickup.
Jostens	Visit Website Here	Graduation Items
Michaels	Visit Website Here	Shipping only. No in-store pickup.
Office Depot	Visit Website Here	Shipping only. No in-store pickup.
Reflection Press	Visit Website Here	Children's Books
Sticker Mule	Visit Website Here	
Target	Visit Website Here	Shipping only. No in-store pickup.
Walmart	Visit Website Here	Shipping only. No in-store pickup.
4Imprint	Visit Website Here	
External Vendors for Printing & Publications – PRINTING		
Use of any non-University printing vendors will require a printing waiver . Contact UO Printing to obtain one.		
To place an order with one of these vendors, please visit them in person or place an order over the phone/via email. We will need a quote or estimate from the vendor for the RTP. Once the RTP is approved, we will give you a long form to give to the vendor upon payment. Please email us the receipt/invoice immediately after so that we can pay the vendor ASAP.		
Elmer's Flags and Banners	Contact to Place a Custom Order Here	
FastSigns	Request a Quote Here	
Oregon Lithoprint	Visit Website Here	
Oregon Web Press	Request an Estimate Here	
QSL Print	Visit Website Here	
Signs Now	Contact Here	
Webfoot Screen Printing	Visit Website Here	
Vehicle Rentals - TRAVEL		
An Intent to Travel form must be submitted at least 4 weeks prior to the 1 st date of travel. Once the form is approved, you can submit a Travel Request to rent a vehicle.		
Both vendors require the drivers to obtain UO Driver Certification. In addition, Motor Pool requires each driver to complete the OSU Driver Certification. For further instruction, check out ASUO Finance's website section on "How to Meet the University's Driver Certification Requirements"		
Enterprise	View Website Here	Contact ASUOF at least 5 weeks prior to departure date
Motor Pool	More Information Here	Please check out ASUO Finance's website section on "How to Rent a University Owned Vehicle"
Airfare - TRAVEL		

An [Intent to Travel](#) form must be filled out at least 6 weeks prior to the 1st date of travel using airfare. Once the form is approved, you may call the agency and arrange the flights.

The quote the agent provides you is only valid for 24 hours. Because of this, a [Travel Request](#) for airfare should be submitted immediately after the call. Please call the agency Monday-Thursday; any requests for airfare that are submitted on Friday will not be approved in time and will require a new quote to be obtained.

For further guidance, check out [ASUO Finance's website](#) section on "How to Book Airfare"

Premier Travel Agency	Visit Website Here or Call (541) 747-0909	This is the only approved agency for UO students and orgs to travel with. If students purchase flight tickets from a different agency or directly from an airline, they are not eligible for reimbursement for their tickets.
Vendors that do NOT Accept PO's		
Dollar Tree	Carniceria Lupita	Staples
Fred Myer (Must use P-card to order items)	Jo-Ann Fabrics (Must use P-card to order items)	Target (Must use P-card to order items)
Safeway (Must use P-card to order items)	Michael's (Must use P-card to order items)	Wal-Mart (Must use P-card to order items)
Home Depot (Must use P-card to order items)	Whole Foods	Grocery Outlet
Akadi PDX	Starbucks	Panda Express
Costco	McDonald's	WinCo
Chipotle	Jamb Juice	Goodwill

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