



## Guidelines for Complying with TTUS Coca-Cola Sponsorship Agreement

Texas Tech University System (TTUS) has an exclusive Sponsorship Agreement with Coca-Cola Southwest Beverages LLC. (CCSWB) Departmental purchases of Coca-Cola products are not subject to bidding requirements. TTUS has agreed no competitive products (non-Coke products) will be sold, distributed, sampled (distributed at no cost), advertised or promoted at any time on any TTUS, TTUHSC, TTU, or ASU campus. Included in the agreement are individual/single serve bottles of water. This also includes off-campus events as long as TTUS is associated with the event.

In order to comply with the Sponsorship Agreement TTUHSC will not purchase nor reimburse via PO, PCard or Direct Pay any non-Coke branded products for sale, distribution, or sampling on any TTUHSC campus.

### Faculty, Staff, Students and Visitors

- Agreement allows to bring up to 5 cases of competitive (non-Coke) products on campus for personal consumption.
- TTUHSC will not purchase nor reimburse for products for personal consumption.

### Departmental Purchase

- Departments may purchase up to 10 cases of Coca-Cola products from local retailers per purchase. P-Cards may be used for these purchases once a deviation is approved.
- Purchase of more than 10 cases can be purchased on a Purchase Order or PCard (with deviation approval).

### Purchase Order Instructions

- To purchase Coca-Cola products directly through Coca-Cola Southwest Beverages you must have an account number. If the department does not already have an account number, contact James Hart, Account Executive, Coca-Cola SWB, 806-472-3138, [james.hart@cocacolaswb.com](mailto:james.hart@cocacolaswb.com).
- Submit a standing order. Use account code 7L0301 Coffee and Soft Drinks.
- Once the account number and purchase order are established, an order of over 10 cases may be placed by calling:
  - Coca-Cola Southwest Beverages Customer Care Center at **1-844-561-2653**.
  - Have your Account Number ready.
  - Follow the prompts through the automated system and a sales associate will place your order.
  - If you have a Purchase Order be sure to tell the sales associate the PO # to ensure it shows up on your final invoice.
- Orders can also be placed online by visiting [www.southwest.mycoke.com](http://www.southwest.mycoke.com).
  - If you are using the site for the first time proceed to "Sign Up Now" to register your account number on the site.
  - Once your account is registered you can now start placing orders through the site.
  - If you have a Purchase Order be sure to include the PO # at checkout to ensure it shows up on your final invoice.

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Coca-Cola products available, at minimum:

1. Water
  - a. DASANI
  - b. Minute Maid Sparkling
  - c. Glaceau Vitaminwater
  - d. Glaceau Smartwater
  - e. Body Armor
  - f. Aloe Gloe
  - g. Topo Chico
  - h. Zico Coconut Water
2. Sparkling Products
  - a. Coca-Cola Classic, All flavors and varieties
  - b. Coca-Cola Zero Sugar, All flavors and varieties
  - c. Diet Coke, All flavors and varieties
  - d. Dr. Pepper, All flavors and varieties
  - e. Diet Dr. Pepper, All flavors and varieties
  - f. Fanta, All flavors
  - g. Fresca, All flavors
  - h. Mello-Yellow
  - i. Seagram's Ginger Ale
  - j. Sprite
3. Still Products:
  - a. Minute Maid Juices
  - b. Minute Maid Refreshment
  - c. PowerAide, All flavors and varieties
4. Energy Drinks:
  - a. Full Throttle
  - b. Monster
  - c. NOS
  - d. Vitaminwater Energy
5. Tea
  - a. FUZE
  - b. Gold Peak Tea
  - c. Honest Tea
  - d. Peace Tea
6. Miscellaneous
  - a. Fairlife Core Power
  - b. Dasani Drops
  - c. Tum-E-Yummies
  - d. Fairlife Yup Milk