



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: Requestor Name	CSUSM Email: Requestor Email
Department: Department putting on the event	

Hospitality/Event Info	
Description/Title of Event or Program: CSUSM USU Air Fresheners - Giveaway Items	
Please explain the business purpose of this expense and the benefit to the CSU: Business purpose and benefit to the University.	
Event Start Date: 02/07/2023	Event End Date: 05/12/2023
Location/Venue of Event: University Student Union	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input checked="" type="checkbox"/> Student
<input type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? No

Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input type="checkbox"/> Employee Business Meetings	<input checked="" type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 1		**If you have more than 3 Categories and/or Chartfields, please attach Excel file.				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000			00000	\$ 495.00
Vendor(s): Custom Comet						
2. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
Hospitality Expenses Estimate: \$						495

Required Attachments if applicable or if not previously attached:



Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.

If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.

**Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

Reminders:

Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.

AT I have read the information above and acknowledge that I have the responsibility to complete future actions



INVOICE

California State University San Marcos
441 La Moree Rd
SAN MARCOS CA 92078
USA

Invoice Date
Jan 23, 2023

Invoice Number
CC-7532

Custom Comet
8131 SE Taylor Court
PORTLAND OR 97215
UNITED STATES OF
AMERICA

Item	Description	Quantity	Unit Price	Amount USD
AF-AF500	Custom Air Fresheners - 500 Pieces, 250 pieces of each: Citrus with white string Ocean with light blue string	500.00	0.99	495.00
Subtotal				495.00
TOTAL USD				495.00
Less Amount Paid				495.00
AMOUNT DUE USD				0.00

Due Date: Jan 30, 2023

By paying the invoice you agree to the Custom Comet terms located here: <https://customcomet.com/terms/>

PAYMENT ADVICE

To: Custom Comet
8131 SE Taylor Court
PORTLAND OR 97215
UNITED STATES OF AMERICA

Customer California State University San Marcos

Invoice Number CC-7532

Amount Due 0.00

Due Date Jan 30, 2023

Amount Enclosed

Enter the amount you are paying above

Subject: Re: First Right of Refusal - USU Air Fresheners
Date: Thursday, January 19, 2023 at 9:53:50 AM Pacific Standard Time
From: 1259mgr
To: Anthony Ferrer
Attachments: image001.png, Outlook-0dmq1zfs.jpg, Outlook-knvcpqfp.png

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Please accept this email as approval to move forward with an approved alternate vendor. You may check to see if Custom Comet is an approved vendor and authorized to use CSUSM artwork and/or trademarks here: <https://clc.com/license-search/>
If the vendor is not listed as a licensee, they must complete the process to become an approved vendor by following the below:
<https://clc.com/home/get-licensed/>

More helpful information can be found here:
<https://www.csusm.edu/corp/businesssvcesandfinance/licensingtrademark.html>

Thank you!
Cara



Cara Ginekis
Interim Store Manager

Fax: 760.750.4742
CSUSM University Store #1259
Follett Higher Education
333 S. Twin Oaks Valley Road
San Marcos, CA 92096
1259mgr@follett.com
www.csusmshop.com

From: Anthony Ferrer <aferrer@csusm.edu>
Sent: Thursday, January 19, 2023 9:11 AM
To: 1259mgr <1259mgr@follett.com>
Subject: First Right of Refusal - USU Air Fresheners

CAUTION: This email was sent from outside of Follett. Please be careful with web links or attachments, and avoid entering credentials when you are not expecting a logon prompt.

Hi,

My name is Anthony Ferrer, and I am the Marketing & Digital Media Coordinator for the USU. I wanted to give you the **right of refusal** for some air fresheners we are planning to order (quote below). Let me know if you need anything else, thanks!

Warm regards,

or

or

or www.csusm.edu/usu



From: CustomComet.com <chelle@customcomet.com>

[CAUTION - EXTERNAL SENDER]

Hello Anthony,

Please find your artwork attached for your review. If you have any questions, concerns, or changes, please let us know.

If you wish to have your company's social or contact information placed on the second side of your air freshener please give us the info and we will place it on there for you.

If you're ready to move forward with an order at this time, just let us know and we'll guide you through the final few steps of the process.

We look forward to hearing your feedback on this artwork soon. Have a great day!

--

Art Department
hello@customcomet.com
1(888)684-2933

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How would you rate my reply?

[Great](#) [Okay](#) [Not Good](#)

On Wed, Jan 18, 2023 at 10:19 AM PST, CustomComet.com <hello@customcomet.com> wrote:

Hello Anthony,

Thank you for contacting us regarding your search for custom air fresheners. We're happy to provide you with the answer to many, if not all of your questions!

We'll get started on your custom digital proof and we'll get that sent out to you as soon as we have it ready.

Below is the pricing for the items you've requested.

500 Pieces @ \$0.99 each = \$495.00

.....

Other options:

100 Pieces @ \$2.95 each = \$295.00

250 Pieces @ \$1.58 each = \$395.00
1000 Pieces @ \$0.79 each = \$790.00
1500 Pieces @ \$0.75 each = \$1125.00
2500 Pieces @ \$0.62 each = \$1550.00

ALL-INCLUSIVE PRICING!

- **FREE Artwork Proof of Your Design**
- **FREE Custom Shaped Designs**
- **FREE Double-Sided Designs**
- **FREE Full-Color Artwork**
- **FREE Priority Shipping in the USA**
- We can ship almost anywhere!
- **18-20 Business Days for Production (per 1000 pieces)**
- **1 FREE Scent for every 250 Pieces**
(\$25 for each additional scent - min. 25 pieces per scent)
- **Over 70 Scents to Choose From**
- **Choice of 15 Different String Colors**
- **High-Quality Polybag Closure**

.....

Give them a sniff before you buy! [Click Here to order your samples.](#)

Don't forget, if you order from us, we will refund that sample order cost to you once you place your order!

We look forward to hearing from you with regard to this project.

Have a great day!

--

Danielle Barker
hello@customcomet.com
1(888)684-2933

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On Wed, Jan 18, 2023 at 10:13 AM PST, Anthony Ferrer <aferrer@csusm.edu> wrote:

Your Contact Information
Product-Type
AirFreshener
Name
Anthony Ferrer
Email
aferrer@csusm.edu
Phone
(951) 588-3255

How would you like to be updated?

- Email

Air Freshener Options

How many air fresheners would you like?

500

What color strings would you like?

White

What kind of packaging would you like?

Poly Bag (Free)

Scent Options - Click to expand

Pick Your Scents

- Citrus
- Ocean

Design Details

Attach Artwork - optional

- [CSUSM-Air-Freshener.png](#)
- [CSUSM-Air-Freshener.ai](#)

HelpScout-Email-Search

<https://secure.helpscout.net/search/?query=aferrer@csusm.edu>

Products

18

Source

32

144.37.238.165