



**tcmhcc**

Texas Child Mental  
Health Care Consortium

# Promotional Items Policy

TCMHCC Executive Committee Meeting

September 29, 2025

# Policy Outline

This policy sets forth requirements and guidelines for purchasing program-related promotional items and staff program attire using Consortium funds and branding.

The policy covers:

- Budget and Purchasing
- Approved Items
- Prohibited Items



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# Key Changes

- This is a new policy.
- HRIs may purchase program attire for CPAN, PeriPAN, TCHATT, YAM, CPWE, CAP, and OWE.
  - Purchases must not exceed 0.02% of each program's biennial budget and \$50/employee/FY.
  - Approved items include t-shirts, polos, hats, and mugs.
  - Items must include Consortium branding and may also include HRI branding.
  - HRIs must submit mockups to UT System before orders are placed.
  - Prohibited items include vests, jewelry, backpacks, tote bags, shoes, clothing, and items considered inappropriate for the workplace.

# Key Changes

- Promotional items are permitted for CPAN, PeriPAN, TCHATT, and YAM.
  - Items must be purchased by program Medical Directors(MDs)/YAM hub. MDs/YAM hub will manage distribution and restocking twice per year.
  - Promotion items must cost \$5 or less per item.
  - Approved items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, tote bags, and stress balls.
  - Items must be statewide and program-specific. HRI branding will not be included.
  - MDs/YAM hub must submit mockups to UT System before orders are placed.
  - Prohibited items include toys, food, clothing, backpacks, eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item prohibited by state law.

# Key Changes

- If an HRI wants to purchase items not included in approved lists, a Project Change Request form must be submitted to UT System.
- Any items deemed prohibited under this policy that are currently in possession by an HRI should be discontinued. Non-prohibited items with HRI branding can continue to be used until inventory is depleted.

# Timeline

