



[About Us](#) |
 [Foundation](#) |
 [Operations](#) |
 [Regulatory](#) |
 [Decision Support](#) |
 [Directory](#) |
 [Publications](#)

21 April 2008



[Click to return to Miscellaneous Documents](#)

Task Description: Hat and T-Shirt Orders

Task: Order and deliver field hats and shirts to all STS trapping agencies.

Rationale: Identification of STS trappers in field.

Time line: February.

Brief Process Description:

- Poll each agency on quantities and sizes needed
- Compile order and place with Purchasing, through HokieMart
- Check completed order for correctness
- Sort and ship to each agency

Processes:

Agency Poll:

- In early February, email each agency contact and request number and size of t-shirts and hats they will need for upcoming season. Include a response date.
- Remember non-trapping agencies - Mike Quesinberry and Donna Leonard.
- Some agencies may not yet know who will be hired. Get a guess.
- Agency may opt out of hats or duplicate shirts. However, initially plan on two shirts and one hat per trapper and trapper supervisor.

Note: See list of contacts below

Order :

- Determine if there needs to be a change in the design or style and work with vendor to secure cost estimate.
- Determine if a sole source justification is necessary. When in doubt, consult the fiscal officer (Robin Williams@VT)
- Place completed order in HokieMart by end of February at latest.

Ship to Agencies:

- Order should be completed by late March and either shipped to Virginia Tech or picked up from a local vendor.
- Check correctness of order and call vendor with any discrepancies.
- Sort each agency's request and ship to them via USPS ground.

For more detailed instructions and examples of past orders, see Shirts & Hats folder in Denise's file cabinet.

Agency contacts:

IN - Phil Marshall
 IL - Jim Cavanaugh or Nancy Williams
 KY - Carl Harper
 MI - John Diddams
 MN - Kimberly Thielen-Cremers
 NC - Matt Andresen
 OH - Brian Burke
 VA - Pat Somerville
 WI - Chris Whitney
 WV - Shawn McCauley
 USFS / Asheville - Donna Leonard
 USFS / QC Officer - Mike Quesinberry