

## College Procedures for Supplier's Request to Come on Campus

1. Supplier contacts a College campus or center designated employee\* (\*see table below) to explore and request scheduling a mutually agreed to time to allow the supplier to come on campus.
2. The designated employee makes the requesting supplier aware of this procedure and obtains in writing from the supplier:
  - A. Supplier name
  - B. Supplier address
  - C. Supplier contact person's name/phone number/email address
  - D. What specifically the supplier wants to sell our students and staff
  - E. What specifically the supplier wants to hand out on campus (i.e. flyers)
  - F. The mutually agreed to dates of the event
  - G. Agreement by the supplier that they will be required to:
    - i. Affix a label or statement to any flyer handed out that "The College has not evaluated nor endorsed the product or service and all questions about the product or service are to be directed to the supplier and not the College".
    - ii. Agreement to not speak to students or staff about credit cards or student loans.
3. The designated College employee transmits to Larry Snell, Associate Vice President of Purchasing and Business Services, the supplier's "completed" request (as noted above) for his review and approval. Larry Snell will respond back to the designated College employee the approval (or approval with restrictions) (if the request is deemed in conflict with any College existing exclusive contracts in place).
4. The designated College employee would correspond with the requesting supplier.

### Listing of Designated College Employees on Campus and Centers

Campus/Center	Name	Title	Phone Number	Email Address
Downtown Campus	Mr. Clashous Witherspoon	Coordinator of Student Life and Leadership	904-633-8210	<a href="mailto:cwither@fccj.edu">cwither@fccj.edu</a>
Kent Campus	Ms. Kelly Warren	Coordinator of Student Life and Leadership	904-381-3674	<a href="mailto:kwarren@fccj.edu">kwarren@fccj.edu</a>
North Campus	Ms. B. J. Hausman	Dean of Student Success	904-766-6762	<a href="mailto:bhausman@fccj.edu">bhausman@fccj.edu</a>
South Campus	Mr. Walter Fitzpatrick	Coordinator of Student Life and Leadership	904-646-2276	<a href="mailto:wfitzpat@fccj.edu">wfitzpat@fccj.edu</a>
South Campus	Mr. Jim Yurko	Program Coordinator	904-646-2126	<a href="mailto:jcyurko@fccj.edu">jcyurko@fccj.edu</a>
Deerwood Center	Dr. Patty Adeeb	Executive Director of Deerwood Center	904-997-2564	<a href="mailto:amadeeb@fccj.edu">amadeeb@fccj.edu</a>

Request to Authorize Vendors to Market or Sell  
Products or Services on Campus to Students, Faculty, and Staff

1. College employee completing this request:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

2. Firm/Vendor making the request: Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone No. \_\_\_\_\_ E-mail address \_\_\_\_\_

3. Request is to exhibit on which campus or center? \_\_\_\_\_

4. Request is to come on campus for which date(s)? \_\_\_\_\_

5. Will the vendor on campus be a part of a scheduled event? (i.e. Spring Fling) \_\_\_\_\_

6. What specifically does the vendor propose to market or sell on campus? (Please be very specific and attach additional information, if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe proposed booth or exhibit: (i.e., Booth uses electricity or needs an internet connection, etc.?)  
\_\_\_\_\_

8. Describe proposed handouts. \_\_\_\_\_

9. Benefit to the College (i.e. \$xxx contributed to the College or UCC, educational benefit, etc)  
\_\_\_\_\_  
\_\_\_\_\_

10. Has the vendor agreed to add a statement to their flyers or handouts that "FCCJ has not evaluated or endorsed their product or services" as well as "all questions are to be directed to the vendor"? Yes \_\_\_ No \_\_\_

	Print Name	Signature	
Approvals: College Employee:	_____	_____	Date: _____
Campus DAS:	_____	_____	Date: _____

Associate Vice President of Purchasing and Business Services Signature:

- A.  Request Approved: \_\_\_\_\_ Date: \_\_\_\_\_
- B.  Request Denied: \_\_\_\_\_ Date: \_\_\_\_\_
- C.  Request Approved with defined limits (See Attached) Date: \_\_\_\_\_

**Completed form to be sent to a Campus Coordinator of Student Activities for their review and approval who will then fax it to the College's Purchasing Department at 904-632-3087.**