

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	cwither@fscj.edu
Kent Campus	Ms. Kelly Warren	Coordinator of Student Life and Leadership	904-381-3674	kwarren@fscj.edu
North Campus	Mr. Kerry Roth	Student Engagement Coordinator	904-766-6786	droth@fscj.edu
South Campus	Ms. Kristy Synnott	Coordinator of Student Life and Leadership	904-646-2272	ksynnott@fscj.edu
Deerwood Center	Ms. Norine Katich	Student Engagement Coordinator	904-997-2611	nkatich@fscj.edu

Request to Authorize Vendors to Market or Sell
Products or Services on Campus at Events

1. College employee completing this request:

Name : Phone: (904) Fax: (904)

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 be on campus as part of a scheduled event? Yes ____ No ____

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/flyers. _____

9. Benefit to the College: _____

10. Has the vendor agreed to add a "Label" to their flyers or handouts that says "Florida State College at Jacksonville has not evaluated nor endorsed their product or services" as well as "all questions are to be directed to the vendor"?

Yes ____ No ____

11. Vendor agrees to indemnify and hold the College harmless from any and all claims, damages, losses, liabilities and expenses in any way related to the Vendor's activities on College property.

Signature

Printed Name/Title

Approvals

Printed Name

Signature

College Employee: _____ Date: _____

Campus DAS: _____ Date: _____

Campus President: _____ 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 Campus Coordinator of Student Life and Leadership Development/Student Engagement Coordinator for their review and approval who will then fax it to the College's Purchasing Department.

Florida State College at Jacksonville is a member of the Florida College System.
Florida State College at Jacksonville is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools ("SACS") to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.