



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@fccj.edu
Kent Campus	Ms. Kelly Warren	Coordinator of Student Life and Leadership	904-381-3674	kwarren@fccj.edu
North Campus	Kerry Roth	Student Engagement Coordinator	904-766-6785	droth@fccj.edu
South Campus	Mr. Walter Fitzpatrick	Coordinator of Student Life and Leadership	904-646-2276	wfitzpat@fccj.edu
South Campus	Mr. Jim Yurko	Program Coordinator	904-646-2126	jcyurko@fccj.edu
Deerwood Center	Dr. Patty Adeeb	Executive Director of Deerwood Center	904-997-2564	amadeeb@fccj.edu



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

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 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

Name/Title Printed

Approvals:	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 a Campus Coordinator of Student Activities for their review and obtaining campus approval who will then fax it to the College's Purchasing Department at 904-632-3087 for review and approval.