Procurement Services
A1400 University Center

**Vendor Show Approval Form**(Send form to procurement@fsu.edu)

Tallahassee, Florida 32306-2370

Office: 850-644-6850 | Fax: 850-644-8921
http://procurement.fsu.edu

*All Vendor Shows sponsored by Florida State University departments must have prior approval from the Chief Procurement Officer or Procurement Services designee.*

FSU Campus Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SPONSORING DEPARTMENT INFORMATION** |
| Department Name: |  |
| Department Contact Name: |  | Title: |  |
| Email: |  |
| Phone: |  | Fax: |  |

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| **VENDOR SHOW INFORMATION** |
| Date(s): |  | Time(s): |  | Location (room/bldg): |  |
| Vendor Name: |  |
| Please attach additional sheets if more than one vendor is participating. |
| Vendor Contact Name: |  |
| Email: |  |
| Phone: |  | Fax: |  |
| List products to be featured: |  |
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|  |
| List departments to be invited: |  |
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| ***For Procurement Services Use Only*** |
|  |
|  |  | Approved |  | Not Approved | Explanation: |  |
|  |
|  |
|  |
|  | Signature: |  | Date: |  |
|  |  | Chief Procurement Officer or Designee |  |  |