Procurement Services   
A1400 University Center

**Vendor Show Approval Form**(Send form to [procurement@fsu.edu](mailto: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: | | | | | |  | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| List departments to be invited: | | | | | | |  | | | | | |
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| ***For Procurement Services Use Only*** | | | | | | | | | |
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|  |  | Approved | |  | Not Approved | Explanation: |  | | |
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|  | | | | | | | | | |
|  | Signature: | |  | | | | | Date: |  |
|  |  | | Chief Procurement Officer or Designee | | | | |  |  |