University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Supplier Show Approval Form

All Supplier Shows sponsored by University of Colorado departments, and in which two or more departments participate, must have prior approval from the University's Associate Vice President/Chief Procurement Officer (AVP/CPO).

Location: ☐ Boulder ☐ Colorado Springs ☐ UCD - downtown

☐ UCD - Anschutz Medical Campus ☐ Other _____

SPONSORING DEPARTMENT INFORMATION

Department Name: _____

Department Contact Name: _____ Title: _____

Email: _____

Phone: _____ Fax: _____

SUPPLIER SHOW INFORMATION

Date(s): _____ Time(s): _____ Location (room/bldg): _____

Supplier Name: _____
Please attach additional sheets if more than one supplier is participating.

Supplier Contact Name: _____

Email: _____

Phone: _____ Fax: _____

List products to be featured: _____

_____

_____

List CU departments to be invited: _____

_____

_____

» »

Email completed form NO LATER THAN 10 BUSINESS DAYS PRIOR TO SUPPLIER SHOW to: Sandy.Hicks@cu.edu

» »

For CU Procurement Service Center Use Only

☐ Approved ☐ Not Approved Explanation: _____

_____

_____

_____

Signature: _____ Date: _____

Sandy Hicks, AVP/CPO

Last Revised: 06/22/2016