



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

APPLICABILITY:

This policy will apply to any vendor not operating as a part of or under a contract with Morehead State University. The policy shall not apply to casual fund raising activities conducted by student organizations that have advance written approval from the appropriate University administrative unit.

POLICY:

Any vendor (individual, company, organization or group), desiring to engage in any type of commercial solicitation on the campus of Morehead State University shall make application for a University Sales and Solicitation Permit (Permit) with the Office of Administration and Fiscal Services. Applications will be reviewed and a response to the application will be made within five (5) business days after the date submitted. Applications for a Permit shall include at a minimum:

1. A completed application form.
2. Copies of any required federal, state, or local occupational license or permit necessary for the conduct of the solicitation.
3. Evidence of insurance holding the University harmless from any liability that results from any action of the vendor or any representative of the vendor, and any liability that may result from the purchase, use, or consumption of any product, good or service sold or distributed by the vendor.

FEES:

Vendors approved to solicit the sale or distribution of goods or services on campus shall pay a vendor fee of \$75 for the first day of sales and \$25 for each subsequent day of operations. Evidence of payment of the fee must be presented prior to the issuance of a Permit.

Fees assessed under this policy shall be in addition to any other applicable University fee such as rental of facilities or equipment, charges for labor, or other goods or services that may be provided by Morehead State University.

LOCATION OF SOLICITATION OPERATIONS:

The solicitation of the sale or distribution of goods or services shall be limited to such places and times of operation that may be deemed appropriate by the University. In accordance with the policies and procedures outlined in "The Eagle Student Handbook," the official handbook for students, commercial solicitation is not allowed in residence halls.

IDENTIFICATION:

Vendors approved for solicitation on campus will be required to post conspicuously the Permit. The Permit shall identify the vendor, the goods and/or services being offered, and the authorized dates and times of operation. In addition, each representative of the vendor shall carry and display on his/her person, identification in a form specified by the University.

APPROVED BY:

VICE PRESIDENT: William H. Redman DATE: 7/26/18

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: Jeff Morgan DATE: 7/26/18

DESCRIPTION (CONTINUED):

Morehead State University Vendor Permit Application Instructions



General

Morehead State University's University Administrative Regulation 322.02 requires that any individual or organization desiring to conduct any type of commercial solicitation, including the distribution or sale of goods or services, make application for a University Sales and Solicitation Permit (Permit). Permit fees do not include charges, if any, for space rental, equipment, or services required to conduct the requested activity.

All sections of the Application Form must be completed, and must be submitted with copies of the requested permits and insurance documents as well as a check or money order for the Permit fee. Forms submitted with incomplete or missing information will not be processed or approved.

Where to Apply

Applications for the Permit must be filed with:

Office of Administration and Fiscal Services
Morehead State University
HM 305
Morehead, KY 40351

When to Apply

Applications for Permits must be filed at least five (5) business days prior to the requested dates for the activity. Applications received less than five (5) business days prior to the activity will be automatically denied.

Procedure after Obtaining Permit

After receipt of the approval for the Permit, the vendor must contact the Office of Conference Services to reserve space for the activity. The Office of Conference Services is located in 6 Allie Young Hall. The telephone number is 606-783-5128.

Questions

Questions about the Application Form or process may be directed to the Office of Administration and Fiscal Services at the address shown above, or by calling 606-783-2053.

Morehead State University Vendor Permit Application



Section I – Vendor Information

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Federal Employer ID Number: _____
Social Security Number (if individual): _____

Section II – Activity Information

Describe the activity for which you are requesting a permit including the location of the activity on campus: _____ _____ _____								
Date for which the permit is requested: _____								
Names and addresses of individuals who would be representing the company on campus:								
<table><thead><tr><th><u>Name</u></th><th><u>Address</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	<u>Name</u>	<u>Address</u>	_____	_____	_____	_____	_____	_____
<u>Name</u>	<u>Address</u>							
_____	_____							
_____	_____							
_____	_____							

Section III – Other Permits and Insurance

Attach copies of the following: Commonwealth of Kentucky Sales and Use Tax Permit City of Morehead Vendor License Rowan County Vendor License Proof of Liability Insurance for Proposed Permit Dates
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Section IV – Fee Payment

Attach a check or money order payable to **Morehead State University** for the permit fee computed as follows:

1st Day Activity	\$75.00
Each Subsequent Day	\$25.00/day

Your check or money order will be returned if the permit is denied.

Section V – Certification

I hereby certify that I am an owner or authorized agent of the applicant for this permit and that all information contained in or attached as part of this application is true and correct. If a permit is issued as a result of this application, I agree to conduct all activities in compliance with Morehead State University’s University Administrative Regulation 322.02, receipt of a copy of which is hereby acknowledged.

Signature

Date

Section VI – FOR UNIVERSITY USE ONLY

Date Application Received: _____

Date Application Reviewed: _____

Reviewed by: _____

Permit Approved: _____ Denied _____ Reason _____

Return this completed form and all attachments at least 5 days in advance of permit date requested to:

Office of Administration and Fiscal Services.
Morehead State University
HM 305
Morehead, KY 40351