

Vendor Information

LAST UPDATED

DECEMBER 23, 2002

This agreement details the responsibilities between the parties listed.

Student Organization Name: _____

Officer Name: _____ Phone: _____

Vendor Name: _____ Phone: _____

Vendor's Business Address (including City, State, Zip)

Description of Merchandise: _____

Merchandise is to be sold beginning ___/___/___ and ending ___/___/___

The parties agree to the following:

1. OSU students representing the organization will be present at all times during the event and will be responsible for handling of all financial transactions.
2. All checks must be written to the student organization and all monies must be deposited into the student organization's Memorial Union account.
3. Individuals of the organization may not participate for private financial gain.
4. Vendor will provide a written guarantee statement including information on consumer care and return of or compensation for goods sold.
5. All costs associated with the use of state tax-supported facilities must be paid by the student organization.
6. A cash box from the Memorial Union Business Office must be used. Event admission which includes the cost of a fully catered meal must list that cost on the ticket.
7. Admission charges shall not discriminate on the basis of sex, race, religion, marital status, handicap, or national origin.
8. Credit Card Vendors must have a debt awareness flyer at the vendor table.
9. Credit Card Vendors may not offer give-aways in return for completing a credit card application.
10. Financial reports must be completed within ten working days after the event and filed with Student Involvement in MU East.
11. Vendor will pay the student organization based on the specific agreement indicated below:

11. The vendor will be paid by a State of Oregon check issued through the Memorial Union Business Office.

Student Organization Officer: _____ Date: _____

Vendor Representative: _____ Date: _____