

Sales Policy

Vincennes University

Vincennes University requires prior approval for sales on campus by any student, faculty member, staff member, student organization or outside group invited by such a person or organization. The Dean of Students at the Vincennes Campus, or the Director of Student Services at the Jasper campus, will retain the right of approval of the product as well as the date, time, and location of the sales. If the use of buildings other than the Student Union on the Vincennes campus or the Administration building on the Jasper campus is requested, additional approval must be obtained from the respective building supervisor.

Approval must also be obtained for sales off-campus by an individual or organization that represent or use the name of the University.
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Vincennes University also requires prior approval for sales by uninvited outside groups who wish to come on campus. The Dean of Students or the Director of Student Services will retain the right of approval of the product as well as the date and time of the sales. The areas designated for sales by outside groups on the Vincennes campus are the Beckes Student Union Grand Hall or brick area in front of the Union and, on the Jasper campus, the awning area in front of the Administration building as well as the Administration Building lobby. For the purpose of this policy, sales are defined as the exchange of property or services for a determined amount of money or its equivalent or the recruiting of possible sales.

Vincennes University
Request for Sale Approval

Name of Individual/Group: _____

Vincennes University:	Employee	Student	Organization
Non-University:	Individual	Organization	

Contact Person: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

Product(s) to be sold: _____

Date(s) and Time(s) of Sale: _____

Location of Sale: _____

Purpose (if for fund-raising purposes what will the money be used for): _____

Signature of Organization Officer or VU Employee

Date

Approval – Student Development Coordinator

Date

Approved – Dean of Students

Date

For Office Use Only: