SAM HOUSTON STATE UNIVERSITY

Featured Employee Discounts Program Description

Vendors seeking to offer discounts/services to Sam Houston State University (SHSU) employees and to have such offers featured on the SHSU website, will need to review the following instructions.

Eligibility

- 1) Vendors doing business with SHSU, such as travel partners or information technology providers offering service or equipment for employee's personal use, must share the offer with university personnel or generally provide notice on the vendor's website. SHSU shall annually confirm the vendor's status and discount offer.
- 2) Businesses not otherwise engaged as a SHSU vendor must follow the application procedures detailed below. Businesses in this category will be reviewed annually and during the review process must provide SHSU with their intent to continue to provide discount programs to SHSU employees and the number of employees that utilized the discount program in the previous year.
- 3) Ineligible vendors or discounts are listed at the bottom of this document.
- 4) SHSU reserves the right to change the Vendor regulation requirements at any time.

Application for featuring vendor discount

Applications for new vendors are accepted two times per year; once during the fall semester and once during the spring semester. The following is the schedule for the vendor application, approval and removal process.

Fall Semester

- May 1 τMay 30: Applications accepted.
- June 1 τJune 30: Applications reviewed.
- July 15: Vendors will be notified in writing of the status of their application. Vendors that are approved will become effective September 1.
- September 1: A list of Active Vendors is

- The Vendor's featured service must represent an added value or actual discount on the product or service offered.
- Vendor's financial stability reputation must reflect positively.
- Internal processes, including marketing, compliance with applicable U.S. laws and regulations.
- Vendors may not use SHSU logos or seals, or other trademarked items or in any way imply that
 participation in the program represents an endorsement of the Vendor's products or services by
 SHSU. Vendors may pursue license for use of SHSU brand materials separately, see
 https://www.shsu.edu/dept/marketing/licensed-brand-use-approval-process.
- Vendors must have a physical location with a verifiable mailing address and telephone number.
- Vendors must, within 15 business days, notify the program administrator, in writing, regarding any changes that may affect the product or discount rate offered, such as product recalls or **discoq250ad**ion of products or services offered. Further, vendors must keep any website information updated if the vendor uses a website to communicate information to SHSU employees regarding prices, products, services, and dates discounts are being offered.
- SHSU may remove a vendor from the discount feature program, or deny a vendor requesting participation, based on complaints from employees, students, or for any reason deemed to be in the best interest of SHSU as determined by the program committee.
- Participation may not create a conflict of interest. Officers or employees of SHSU or their family members may not have a business with discount featured on the university website (See F&O Policy HR-01).
- Vendor shall limit communication regarding the discount feature program\to contact with the program committee.

Additionally, **an anû6ql@eniew2øJ@o**rently featured vendor discounts will be conducted annually from January 1 πJanuary 15 to ensure the vend64 ₫δή10n04€21403n245£10802 €.5 Tm0 g 24530 gre0\$00190003≯4010∞501