

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 – May 30: Applications accepted.
- June 1 – June 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

