



## Foreign Vendor Request Form

Date of Request:

Requestor's Name:

Department:

Telephone / Email:

Foreign Vendor Name:

Vendor Address:

Vendor Telephone / Email:

Detailed Description of Goods and/or Services Requested from foreign vendor:

Pricing (Also attach a copy of quote from foreign vendor):

Justification for utilizing foreign vendor (Please include the financial benefit to Winthrop University):

Can these goods and/or services be obtained from a company located in the United States?

Yes

No

If yes, please provide a quote from the U.S. company which includes description of goods and/or services, company name and price.

Signature of Requestor: \_\_\_\_\_

Date:

Signature of Supervisor: \_\_\_\_\_

Date:

Signature of VP/Dean: \_\_\_\_\_

Date:

Signature AVP Finance and Business: \_\_\_\_\_

Date: