

Internal Contractor Innovation/Demonstration Request Form

The Internal Contractor Innovation/Demonstration Request Form provides a mechanism for LCC staff to request Contractor demonstrations. The completed Internal Innovation/Demonstration Request Form must be emailed to FS-Purchasing@star.lcc.edu for approval. Approved and Denied request will be emailed to the requestor. If approved, the approval response will include instructions for conducting Contractor meetings.

Requestor Name:
Contractor Name:
Purpose of Demonstration (include name of product or service being presented):
Primary benefits of product, services, or technology being presented:
URL for product/Service information:
Requestor Phone & Email Address:

Requestor Signature: _____

Authorizing ELT Member: _____

ELT Member Signature: _____

Date: _____

REQUESTORS DO NOT WRITE BELOW THIS LINE

Internal Innovation/Demonstration Request has been Approved Denied

Authorized College Signature: _____

Printed Name and Title of Authorized College Signer: _____

Special Comments/Instructions

Date: _____