

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

**NORMA J. SHOWLEY SCHOLARSHIP FUND**

Name:	Date:
Title	Phone/Email:

Entity:
Address:
City, State Zip:

**Applicants will be measured on their demonstrated commitment to the Core Values of FAPPO's Leadership for the areas of ethics, integrity, professionalism, diversity, education, growth and commitment to customer service.**

I request approval of an educational reimbursement for \_\_\_\_\_  
(Course Title)

Beginning on \_\_\_\_\_ as follows:

Tuition: \$\_\_\_\_\_ Books: \$\_\_\_\_\_ Materials: \$\_\_\_\_\_ Total: \$\_\_\_\_\_

The reason for enrolling in this course of study (check one):

- Prerequisite towards earning a degree in \_\_\_\_\_
- College Level Courses – to enhance my skills for my present position.
- Other (specify)\_\_\_\_\_

I have read, understand, and agree to comply with the provisions of the Florida Association of Public Purchasing Officers (FAPPO) Norma J. Showley Scholarship Fund. I specifically understand and agree that if I receive an educational reimbursement through other sources or programs, FAPPO will refund only those costs not funded by said other programs, provided I receive a grade of "C" or better on undergraduate work or grade "B" or better on post graduate

work. I further certify that I am paid member in good standing and have been such for at least one year prior to the date of this application.

Signature \_\_\_\_\_

**Submittals:**

- 1) A written statement from the Chief Purchasing Official or Human Resources Director whether your entity will reimburse the costs associated with this course, and details thereof.
- 2) Provide a complete description and cost of the workshop/seminar the applicant is applying for (See Page 1).
- 3) Current resume, which reflects professional experience, education and other affiliations.
- 4) Is the applicant a member in good standing with FAPPO?
- 5) Documentation verifying applicant is currently employed in public purchasing profession and has been in a governmental purchasing atmosphere for a minimum of two (2) years.
- 6) Financial Needs Statement: The request shall provide a statement of the financial need for financial assistance. The statement should state that the requestor or their entity, due to lack of funding is unable to pay for the costs of attendance to the requested workshop.
- 7) Provide a one-page summary that lists your goals in procurement profession, how you see the membership helping you obtain your goals, the value that this training will provide to your entity and for your professional development.
- 8) Does this request qualify for certification or re-certification points?
- 9) Provide a complete list of all professional development courses, which you have completed.
- 10) Contributions to procurement organizations. The request should contain information that shows contributions the individual has made to the procurement profession.  
*Examples of these contributions are, but not limited to the following:*
  - Serving on task forces or committee related to public procurement;
  - Writing policies or procedures for effective and efficient public procurement;
  - Writing and sharing of training materials;
  - Development of websites for posting public contract opportunities;
  - Serves as speaker at a purchasing related function.

*NOTE: If you do not receive a written notice of approval within three (3) weeks after submission, contact the Professional Development Chairperson. Reimbursement approval is required from the FAPPO Professional Development Chairperson BEFORE THE COURSE BEGINS. FAPPO members are eligible for reimbursement each fiscal year (June 1 – May 31) as determined by the Board of Directors.*

