



**FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICERS, INC.
NORMA M. SHOWLEY SCHOLARSHIP FUND**

Name and Title of Applicant:	
Name of Agency:	Date:
Office Address:	City, State, Zip:
FAPPO Membership Since:	Telephone Number:
Email Address:	

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 M. 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 recertification 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.

Approval:

Scholarship Program Administrator

Date

Professional Development Chairperson

Date

FAPPO President

Date

Approval for Payment:

Grade attained: _____ Eligible for \$ _____ educational reimbursement.

Professional Development Chairperson

Date

Receipts for tuition, books, and materials must be attached along with a copy of the official grade notification and proof of the type of degree sought.

Payment:

Amount Paid: \$ _____

FAPPO Treasurer

Date