

## Requesting the Addition of Authorized Membership Organizations

To propose the inclusion of a new vendor to our authorized membership organizations list, please follow these steps:

1. **Initiate Your Request:** Send an email to SuggsL@uhd.edu. In the subject line, please mention "Request for Membership Addition."
2. **Vendor Information:** In your email, clearly include the name of the vendor you wish to add. Also, provide a direct link to the vendor's official website for easy reference.
3. **Justification for Addition:** Explain the rationale behind your request. Describe how the inclusion of this vendor will benefit the UHD community. Your explanation should highlight specific advantages or opportunities that align with our university's values and objectives.
4. **Membership Levels:** If the vendor offers various levels of membership, please detail the reasons for recommending a particular level. Discuss how this choice offers superior value or benefits compared to other options, specifically in the context of UHD's interests and budgetary considerations.

Mr. Suggs will review your request and may contact you for further information or clarification. Your input is invaluable in enhancing the resources available to our community, and we appreciate your contribution to this process.

3/12/24 lds