

	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to define the process to authorize vendors marketing, (buying or selling products or services) on campus at College sponsored events, or otherwise. College sponsored events include, but are not limited to, scheduled on-campus events approved by the appropriate Vice President or Director of Campus Operations (“DCO”).

Procedure

Sales representatives for any and all types of goods and services shall not be permitted to call on any employee during the workday for the purpose of soliciting business with the College, except as scheduled by the Purchasing Department or approved by the appropriate Vice President.

Authorization for vendors to market, (buy or sell products or services) on campus to students, faculty and staff requires the vendor to agree to comply with this procedure and to obtain written pre-approval by the DCO and the Executive Director of Purchasing Services, or College President.

A. The following is the request and approval procedure:

1. Any College employee contacted by a vendor requesting to market, (buy or sell products or services) on campus shall refer the vendor to the DCO. The DCO will provide the vendor with a [Vendor on Campus Request Form](#) providing at least ten (10) working days for the DCO to review and approve the request.
2. The DCO will submit the approved documents to the Executive Director of Purchasing Services for final review and approval providing at least three (3) days advance notice.
3. Upon receipt of approved request forms, the Executive Director of Purchasing Services will:
 - a. Confirm the request is complete, appropriate and not in conflict with current College exclusive contracts.
 - b. Respond to the requesting employee as to whether the request is approved, denied or approved with defined limits. Examples of such a limit would be allowing a bank to come on campus, but to restrict them from marketing credit cards, or requiring vendors to provide a certificate of insurance if deemed required by the Executive Director of Purchasing Services and the Director of Risk Management.
 - c. Require vendors to add the following statement to all flyers and handouts: “Florida State College at Jacksonville has not evaluated or endorsed these products or services” and “Any questions about these products or services should be directed to (Vendor Name, Vendor Telephone Number)”.



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- B. Representatives of textbook or academic material publishers may meet with faculty members for the purpose of book and material adoptions for academic courses taught at the College only.
- C. Third party business representatives are prohibited from soliciting employees to sell their unwanted textbooks or any other course materials on any College campus.
- D. Educational partners invited to participate in meetings or workshops are exempt from this provision.
- E. Vendors will hold the College harmless from any liability arising from on-campus activity.

REFERENCES: F.S. 1001.64, 1001.65, 1004.085(2)

Adopted Date: December 10, 2013

Revised Date: January 6, 2015, May 5, 2015, July 1, 2017