

	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 Florida State College at Jacksonville (FSCJ/College) sponsored events, or otherwise. College sponsored events include, but are not limited to, scheduled on-campus events.

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. Vendors interested in doing business with the College shall email purchasing@fscj.edu.

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 Campus Operations.

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 FSCJ's Associate Vice President of Facilities Management and Construction (AVP), or designee. The AVP, or designee, will provide the vendor with a [Vendor on Campus Request Form](#) providing at least ten (10) business days for the AVP, or designee, to review and approve the request.
2. If the AVP, or designee, has any questions regarding existing vendor contractual exclusivity rights or insurance requirements they will:
 - a. Contact the Executive Director of the Purchasing Department for contract exclusivity review and approval for the Vendor on Campus Request Form.
 - b. Contact the Executive Director of Risk Management to determine if it is required for the vendor to provide a certificate of insurance. If insurance is required, the Executive Director of Risk Management will review the Certificate of Insurance and approve the Vendor on Campus Request form, if acceptable.

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.

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- D. Educational partners as well as Human Resources/Benefits 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), 1012.32

Adopted Date: December 10, 2013

Revised Date: January 6, 2015, May 5, 2015, July 1, 2017, October 8, 2025