1. **Purpose**

The purpose of this rule is to provide guidance for interacting with sales representatives.

2. **Scope**

This rule applies to all faculty and staff procuring goods and services.

3. **Solicitation by Vendors**

3.1 Staffs are not permitted to accept solicitations of sales from vendors.

3.1.1 Only the Purchasing Department has the authority to enter into a sales agreement with a vendor.

3.1.2 All purchase arrangements must be handled and entered into by the Purchasing Department.

4. **Consignment Goods**

4.1 Goods must not be received on consignment by the department pending the issuance of a confirming purchase order.

5. **Communication with Vendors**

5.1 Following the transmittal of a Purchase Order to a vendor, all correspondence in connection with the order must be the responsibility of the Purchasing Office.

5.2 Departments should notify the Purchasing Department of any matters they feel necessitates correspondence with the vendors.
5.3 Departments must not have invoices for goods/services sent to them. Invoices must be sent to Accounts Payable.

6. **Product or Services Demonstration by Vendors**

6.1 Demonstration Requested by Department

6.1.1 Department may work out the details (date, time, parking) of the demonstration with the vendor.

6.1.2 All expenses incurred from the demonstration are the responsibility of the vendor.

6.1.3 The University will not accept responsibility for the equipment beyond normal care.

6.1.4 The demonstration of equipment to a department or to an individual in no way obligates the University to purchase or lease the equipment or service.

6.1.5 Any purchase, as a result of demonstrations, must be handled in accordance with the normal purchasing regulations of the University.

6.2 Demonstration Requested by Vendor

6.2.1 Vendors must seek prior approval from the Purchasing Department.

6.2.2 The Purchasing Department will make arrangements (space, parking) for the demonstration and advise all departments interested.

6.2.3 The vendor is responsible for all expenses incurred in the demonstration.

6.2.4 The University will not accept any responsibility for the equipment beyond normal care.

6.2.5 The demonstration of equipment to a department or to an individual in no way obligates the University to purchase or lease the equipment or service.

6.2.6 Any purchase, as a result of demonstrations, must be handled in accordance with the normal purchasing regulations of the University.

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