

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Agents, Solicitors, and Salesmen – Non-Personnel Solicitations	<u>Number</u> 533
Related Policy:	Agents, Solicitors, and Salesmen – 6Hx20-5.016	<u>Page</u> Page 1 of 1

I. Purpose

To describe the procedure for inviting, acknowledging and controlling agents, solicitors and salesmen on campus concerning non-personnel service, products or issues.

II. Procedure

Agents, solicitors and salesmen are permitted on campus to pursue a commercial endeavor only upon complying with the following instructions:

- A. Must be invited by a full-time College employee to conduct College business only.
- B. Must advise the Purchasing and Auxiliary Services Department, which is designated as the President's authorized representative, for authorization prior to conducting any business on campus.
- C. Agents, solicitors, and salesmen not invited by a full-time College employee, but desiring to inform the College of items or services of potential interest to the College, should make all contacts through the Purchasing and Auxiliary Services Department.

Responsible Official: Director, Purchasing and Auxiliary Services	
President's Signature: 	Date: 08/16/2023