

Title/Topic: Soliciting and Deliveries of Personal Orders
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SOLICITING AND DELIVERIES OF PERSONAL ORDERS

POLICY

The facilities and premises of the University are reserved for the conduct of its missions and programs. Therefore, solicitations or the delivery of personal orders to employees and students which may interfere with University missions and programs are prohibited.

Administration of this policy as it relates to students is the responsibility of the Vice President for Student Life & Enrollment and, as it relates to employees and others, is the responsibility of the Vice President for Finance & Administration and CFO.

DEFINITIONS

Solicitations are defined as any request or invitation to purchase goods and services or donate funds for any purpose.

Facilities and Premises are defined as buildings, structures, grounds and lands in the care and custody of the University.

Delivery of Personal Orders is taking delivery of any items for personal use within University facilities and premises.

SOLICITATIONS

Solicitations within University facilities and premises are prohibited unless specifically approved as University sponsored programs or fund raising projects of recognized student organizations or other University organizations.

Employees and students are specifically prohibited from conducting a business for personal profit within University facilities and premises whether the business involves solicitation of employees and students or not.

Employees and students who are the recipients of solicitations within University facilities and premises should request that the solicitor provide written documentation of approval and report unapproved solicitations to the appropriate office.

DELIVERIES OF PERSONAL ORDERS

Because of unnecessary disruption in the work place and adverse impact on the operation of University housing for students, personal deliveries should be made within University facilities and premises only on an exceptional basis. Procedures governing deliveries of personal orders may be established through the offices of the Vice President for Student Life & Enrollment and the Vice President for Finance & Administration and CFO to address the requirements of individual administrative units.

Delivery of meals to employees and students by off-campus vendors shall be in accordance with PS 60 governing Food Service on the campus and procedures established through the offices of the Vice President for Student Life & Enrollment and the Vice President for Finance & Administration and CFO to address the requirements of individual administrative units.