

STANDARD OPERATING PROCEDURE (SOP) #: 116.01

Subject: Commercial Solicitors

Purpose and Scope: To conserve the time of faculty and staff members, protect persons and personal belongings of students living in housing facilities controlled by the University, avoid distraction to students, faculty and staff during working and study periods and protect the property of the University.

Excluded from this policy:

1. Solicitors who have received an explicit invitation by an appropriate University Departmental authority or student resident to conduct University business.
2. Solicitors who are in an existing contractual agreement with the University.

Department:

1. All unauthorized Solicitors, whether by phone, email or in person, are to be referred to Procurement & Contracts (P&C) for screening.
2. The Department may choose to speak directly to the Solicitor without coming through P&C.

Procedures:

1. All Solicitors wishing to conduct business must complete the SOP.116.02 Commercial Solicitation Authorization Form and email to P&C. The vendor may attach any additional information about their services.
2. When the authorization form is received by P&C, the authorization form and attachments from the vendor will be forwarded by email to the appropriate departments.
3. If the Department(s) verifies an interest in an on-site meeting with the Solicitor, Procurement & Contracts will:
 - sign the Authorization Form;
 - email the approved Commercial Solicitation Authorization Form to the Solicitor and the Department;
 - Solicitor **must** have the signed form when arriving on campus and visiting the Department to avoid possible removal from the campus by University Campus Police.
2. If the Department is uninterested in meeting the Solicitor, but would like to have additional information, P&C will:
 - notify the Solicitor that there is insufficient interest by the Department for a meeting at this time;
 - request the Solicitor to provide additional information to forward to the Department(s).
3. If the Department only wants to talk to the Solicitor via phone, P&C will:
 - notify the Solicitor;
 - P&C does not arrange the phone call nor the visit; the Department and the Solicitor shall make those arrangements.
4. Campus Authorization Forms and departmental emails are to be scanned and posted in the shared drive main menu folder "Campus Solicitors".

Solicitors Offering Employee Discounts and/or Requesting Exposure to the Campus Community:

1. Place an ad in the University campus newspaper, contact the Voyager at 850-473-3002.
2. Rent a table in the Commons, contact the Common and Student Union Office at 850-474-2406.

3. Vendor announcements in Argus cannot be placed unless the Solicitor has a contractual agreement with the University.
4. Solicitors can request a public records request to obtain names and addresses. This request will be sent to the University Legal Counsel for review. Responsive records will be provided to the Solicitor through Legal Counsel.