SALES REPRESENTATIVES

Policy Title: Sales Representatives
Policy Type: Administrative
Policy Number: 43-16 (2014)
Approved: 04/17/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established a policy governing contact with sales representatives.

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DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies [https://www.nsu.edu/policy/bov-01.aspx](https://www.nsu.edu/policy/bov-01.aspx) through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
SALES REPRESENTATIVE POLICY CONTENTS
University personnel requiring assistance of sales representatives for particular goods and services should contact Procurement Services for assistance and guidance. It is recognized that there will be occasional contact between individual departments and sales representatives of vendors having business relations with the University. However, in cases where the department/activity is being contacted directly, sales representatives should be directed to contact Procurement Services for information regarding the University's purchasing policies and procedures. Unless otherwise specified by Procurement Services, sales representatives are not allowed to take orders directly from University departments and activities.

PUBLICATION
This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval;

- Submit this policy for inclusion in the online Policy Library within 14 days of approval;

- Post the policy on related webpages; and

- Educate and train all stakeholders and appropriate audiences on the policy’s content as necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 03/14/2021

- Approval by, date: President, 04/17/2015

- Revision History: 07/01/2014; 04/17/2015; 08/17/2016; 02/08/2017; 03/14/2018

- Supersedes: Procurement Services Policy and Procedures No. 3

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.