

VENDOR RELATIONS

CHE  
(REGULATION)

IN-DISTRICT  
SOLICITATION

Sales people or solicitors of any kind must gain approval from the Financial Services Department before gaining access to campuses or support service offices.

The vendor will file an application which will be processed within a thirty (30) day period and will remain on the approved vendor's list until such time that cause or administration deem necessary for removal. The list will be reviewed on an annual basis. A letter will be required from the vendor to report an address change or when the product line offered in the original application has substantially changed.

Building administrators shall ask to see written authorization signed by the appropriate official. Principals may decline to see these individuals even if provided with authorization.