

VIRGINIA STATE UNIVERSITY

Section: Chief of Staff

Procedure Number: 601

Procedure Name: Authorization of Solicitation

Applicability: All University Employees

Effective Date: March 27, 1998

Review Date: March 24, 1998 - Supersedes Memorandum Number 4, issued December 12, 1994 and entitled "No Solicitation Rule.

Revision Date: September 1, 1999

I. Purpose

The purpose of this procedure is to protect University assets and to conserve the valuable time of the University staff by preventing the open solicitation of sales or business arrangements from faculty and staff by vendors who enter University premises without prior arrangements and permission.

II. Procedure

1. Virginia State University prohibits business solicitation within its buildings and on its grounds, unless these solicitations are approved, in writing and in advance, by the Chief of Staff of the University.
2. No vendor will ever be approved to solicit on an office-by-office, or room by room basis, anywhere in the University. Approvals will only be given for solicitation that will occur in a public location, or the site of a sporting event.
3. The University community is strongly encouraged to immediately report any solicitation activities that occur within any campus building to the University's Police and Public Safety Department at 542-5411.

APPROVED BY: _____
President

DATE: _____