

## **Solicitation**

### **DEFINITION**

A solicitor is one who contacts WSU staff, faculty, or students for the purpose of canvassing, petitioning, and/or merchandising, including buying or selling.

### **Applicability**

This policy applies to solicitation within the boundaries of WSU-owned or controlled property. (WAC 504-35-030(5))

This policy also applies to solicitation contacts made by telephone, facsimile machine, e-mail, or any other means of contacting WSU staff, faculty, or students.

### **PRIOR APPROVAL**

Solicitors may contact WSU staff, faculty, and/or students with appropriate approval.

- Before contacting WSU staff, faculty, and/or students, a solicitor must obtain written approval from the Office of Finance and Administration.
- The Office of Finance and Administration specifies the conditions of solicitation. The conditions may specify individuals to be contacted, specific times contact is appropriate, and/or acceptable locations for the contact.

### **VENDORS**

WSU's Purchasing Services coordinates the activities of vendor representatives. See *BPPM 70.11* for procedures vendor representatives use to contact WSU employees.