### Relations With Vendors and Vendor Representatives

#### APPROVAL

Vendor representatives may contact University departmental personnel if appropriate prior administrative approval has been secured. (WAC 504-35-050) Before contacting University personnel, a vendor representative must have one of the following:

- Prior approval from the Purchasing Manager.
- Been specifically invited by University personnel to demonstrate, explain or otherwise present a product or service. The product or service must have an anticipated application relating to official University business.

Other solicitors follow procedures as outlined in *BPPM 50.21* before contacting departmental personnel.

#### VENDOR VISITS

Purchasing transactions must be routed through the Purchasing Office. Departmental personnel may not initiate orders directly with the vendor representative (*BPPM 70.10*).

A vendor representative must not disrupt the routine office operations or consume an inordinate amount of University employees' time. Departmental personnel should report disruptive, abusive, or otherwise offensive vendor representatives to Purchasing. An especially troublesome vendor representative may be denied access to University personnel.

University personnel are responsible for conducting the University's business in a manner that is above reproach in every respect. University personnel must be fair and impartial and show no favorites in dealing with vendors. The overall purchasing goal is to maintain the best interest of the University.

#### DEMONSTRATION EQUIPMENT

Vendor representatives are encouraged to leave demonstration equipment with WSU personnel on a trial basis. Representatives are encouraged to advise the Purchasing Office in writing that the demonstration equipment has been placed. This will provide a future reference for Purchasing. WSU assumes no risk or liability other than normal care and security for a demonstration unit.

Regular competitive bidding procedures must be followed even though WSU personnel are favorably impressed by a particular demonstration unit.