

| Relations With Suppliers and Supplier Representatives

| APPROVAL

Supplier representatives may contact University departmental personnel if appropriate prior administrative approval has been secured. (*WAC* 504-35-050(1)) Before contacting University personnel, a supplier representative must have obtained one of the following:

- Prior approval from the Director of Purchasing Services.
- Specific invitation by appropriate 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 must follow the procedures outlined in *BPPM* 50.21 before contacting departmental personnel.

| INTERACTIONS WITH SUPPLIERS

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.

Gifts And Meals

A University employee may not receive, accept, take, seek, or solicit, directly or indirectly, gifts that reasonably appear to influence the performance or nonperformance of official duties. (See *BPPM* 10.21 and *RCW* 42.52.140)

University personnel who are not involved in supplier relations and/or purchasing activities may accept gifts with an aggregate value of less than fifty dollars from a single source in a calendar year or a single gift from multiple sources with a value of less than fifty dollars. (See *BPPM* 10.21 and *RCW* 42.52.150.)

Conflict of Interest

University employees may not participate in purchasing transactions which involve economic benefit to themselves, their immediate families, or businesses with which they are directly associated. See *BPPM* 70.15.

Direct all questions relating to specific transactions which may involve a conflict of interest to the Director of Purchasing Services.

Initiating Orders

Departments must follow University policies and procedures regarding initiating purchases with vendors. See *BPPM* 70.01, 70.10, 70.13, 70.24, and 70.50.

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DEMONSTRATION EQUIPMENT

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

Even though WSU personnel may be favorably impressed by a particular demonstration unit, regular competitive bidding procedures must be followed. See *BPPM* 70.13 and 70.24.