

Policies and Standards

<i>SECTION:</i> Department of Strategic Sourcing	<i>NO.</i> 5.2		
<i>CHAPTER:</i> Miscellaneous	<i>ISSUED:</i> 1993	<i>REV. A</i> 11/97	<i>REV. B</i> 08/18
<i>POLICY:</i> Solicitations	<i>PAGE</i> 1 <i>OF</i> 2		

PURPOSE

To establish a policy for handling unrequested supplier solicitations.

SCOPE

This policy applies to all University employees.

POLICY

All unrequested supplier calls, emails, literature or electronic solicitation should be forwarded to the Department of Strategic Sourcing for proper disposition. Departments often receive solicitations from suppliers offering products and services at an extremely low cost. Sometimes these offers are legal and well worth looking into, but just as often these solicitations are fraudulent. Companies collect information about types and/or models of equipment in the departments as well as who is responsible for purchases, etc. They, in turn, use this information to portray themselves as manufacturer's or local dealer's representatives.

PROCEDURE

Collect as much information as possible about the solicitation, including the name of the company, the caller's name, phone number, who they represent, how they got information about your department or machine, etc.

Do not agree to any solicitation even if they seem "free". Even if they have provided you with requested information, the solicitation may still be fraudulent.

Refer the solicitation to Department of Strategic Sourcing as soon as possible after collecting the above information.

If you believe it is a valid offer, contact Department of Strategic Sourcing to verify if the company is an approved supplier or if it is appropriate to do business with the company. Using Department of Strategic Sourcing and a legal, binding purchase order is the best way to protect the University from fraudulent solicitations.

Never accept or pay for shipments without being sure they are authorized.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to the Sr. Director of Strategic Sourcing.

Policies and Standards

<i>SECTION:</i> Department of Strategic Sourcing	<i>NO.</i> 5.2		
<i>CHAPTER:</i> Miscellaneous	<i>ISSUED:</i> 1993	<i>REV. A</i> 11/97	<i>REV. B</i> 08/18
<i>POLICY:</i> Solicitations	<i>PAGE 2 OF 2</i>		

ADMENDMENT/TERMINATION OF THIS POLICY

The University reserves the right to modify, amend, or terminate this policy at any time.