

<b>Vendor Visitation Procedure</b>	Procedure Number	5.2P
	Effective Date	May 31, 2011

## 1.0 PURPOSE

It is the intent of Laramie County Community College to maintain and practice the highest possible standards of business ethics, professional courtesy, safety, security, risk accordance with LCCC policies and procedures and shall not interfere with the daily operation of the college mission. Conduct including, but

not limited to, intentional or negligent disruption of the orderly process of the College, noise, threats, harassment, physical abuse, endangerment of the health, safety and security of any person or inappropriate entry into, obstruction of, or occupation of any College property by a vendor/visitor, shall be deemed a violation of College policies and procedures.

## 2.0 REVISION HISTORY

Adopted on: 5/31/11

## 3.0 PERSONS AFFECTED

- A. This Procedure is applicable to all LCCC administration, faculty, staff and students.
- B. This Procedure is applicable to all vendors, visitors, service personnel, organizations, and contractors; and to all vendor visitations and to all campus locations.

## 4.0 ~~For~~ specific purpose.

- C. *Service Personnel* – Employees of a vendor or contractor conducting service or assisting with remedial or preventative maintenance of college equipment, facilities or property.
- D. *Solicitation* – Means any oral, written or electronic advocacy, request or appeal, or any endeavor to obtain, seek or plead for an organization or cause, sell Solicitor – any non LCCC affiliated entity that would, on the premises of the College, promote any product, service, organization, or idea, and does include any person who solicits on the premises for the purposes of promoting, opposing, or soliciting in connection with any election, initiative, referendum or special interest group, candidate,

initiative, referendum or special interest group.

- F. *Vendor* – A person, business, company, entity, representative or manufacturer who visits the campus for the purpose exchanging, soliciting, marketing or distributing of; information, knowledge, or providing products and/or services.
- G. *Visitor* – A person who is not affiliated with the college as an employee or student, and as such may be known as a contractor, organization, solicitor and/or vendor.

## 5.0 PROCEDURE

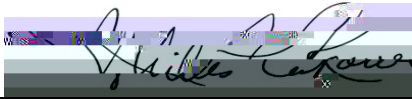
### A. Purpose

To establish consistent regulations for visitors doing business on college property; to provide guidelines for faculty, staff and students when interacting with visitors; to assure appropriate identification of visitors on campus; to minimize interruption to campus operations; to improve safety and security for the campus community, to address risk management concerns; and to specify a mechanism to ensure compliance with this procedure.

### B. General Terms

- 1) Visitors shall be received in a friendly and courteous manner; however variations in workload and personnel absences may prevent the unannounced visitor from seeing appropriate personnel. Visitors are encouraged to make advance appointments with the respective department and/or division.
- 2) Campus visitors that desire to distribute literature, advertise, solicit customers, recruit volunteers, recruit members, recruit employees, seek donations, or make sales are required to obtain prior approval by the President's Cabinet at least two (2) weeks prior to their scheduled visit(s). Visitors will be accorded an opportunity to present their products, services, information or knowledge in a fair and consistent manner and in accordance with the college mission and policies. Such approved visitors are required to wear and visibly display a "Visitor Identification Badge" at all times while on campus. Visitor ID badges can be obtained from the Business Services Office.
- 3) Campus visitors that intend to visit only a specific department and/or division may do so without prior approval; shall remain within the intend



REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Contracting/Procurement Director	5/26/11
Approval by President's Cabinet		5/31/11
Approval by President (Signature)		6/1/11