



## **POLICY STATEMENT 14 SOLICITING AND DELIVERIES OF PERSONAL ORDERS**

### **POLICY DIGEST**

Monitoring Unit: Office of Finance & Administration  
Initially Issued: June 10, 1975  
Last Revised: September 21, 2022

### **I. GENERAL POLICY**

The facilities and premises of the university are reserved for the conduct of its missions and programs. Therefore, solicitations or the delivery of personal orders to employees and students which may interfere with university missions and programs are prohibited.

Administration of this policy as it relates to students is the responsibility of the Vice President for Student Affairs and, as it relates to employees and others, is the responsibility of the Executive Vice President for Finance & Administration and CAO.

### **II. DEFINITIONS**

Solicitations are defined as any request or invitation to purchase goods and services or donate funds for any purpose.

Facilities and Premises are defined as buildings, structures, grounds, and lands in the care and custody of the University.

Delivery of Personal Orders is taking delivery of any items for personal use within university facilities and premises.

### **III. SOLICITATIONS**

Solicitations within University facilities and premises are prohibited unless specifically approved as university sponsored programs or fund raising projects of recognized student organizations or other recognized affiliates.

Employees and students are specifically prohibited from conducting a business for personal profit within university facilities and premises whether the business involves solicitation of employees and students or not.

Employees and students who are the recipients of solicitations within university facilities and premises should request that the solicitor provide written documentation of approval and report unapproved solicitations to the appropriate office.

### **IV. DELIVERIES OF PERSONAL ORDERS**

Because of unnecessary disruption in the work place and adverse impact on the operation of university housing for students, personal deliveries should be made within university facilities and premises only on an exceptional basis. Procedures governing deliveries of personal orders may be established through the offices of the Vice President for Student Affairs and the Executive Vice President for Finance & Administration and CAO to address the requirements of individual administrative units.

Delivery of meals to employees and students by off-campus vendors shall be in accordance with PS 60 governing food service on the campus and procedures established through the offices of the Vice President for Student Affairs and the Executive Vice President for Finance & Administration and CAO to address the requirements of individual administrative units.