



NORTHERN ILLINOIS UNIVERSITY

**Student Involvement
& Leadership Development**

Division of Student Affairs & Enrollment Management

ON-CAMPUS VENDOR SOLICITATION POLICY

Student Involvement & Leadership Development

Campus Life Building, Room 150

815-753-1421

Northern Illinois University encourages vendors to acquaint the University Community with new products and other products within their sales line.

Since the University is made up of many departments and individuals some guidelines must be followed by vendors calling on the University.

While it is not mandatory that all vendors who visit the University call on the Purchasing Department located in Lowden Hall. It is strongly recommended that vendors who are on campus for the first time stop at the Purchasing office before calling on department offices.

Vendors desiring to demonstrate equipment to various campus offices may do so provided the University department requests such a demonstration and the equipment is NOT left on campus overnight.

If the University desires a longer demonstration period which requires equipment to be left on campus overnight the University Purchasing Department will arrange for such demonstrations.

Northern Illinois University requires that all purchasing commitments be made by the University Purchasing Department. No other University staff or faculty members are authorized to commit University funds or to obligate the University in any way.

During visits on campus vendors should only quote prices that are contractually agreed upon by the University Purchasing Department or the current retail price excluding discounts.

Vendors should not solicit free trial periods with staff and faculty members of the University unless contractual agreements have been approved through the University Purchasing Department.