



THE UNIVERSITY of
NEW ORLEANS

Policy No:	AP-BA-14.2
TITLE:	Guidelines for Soliciting or Selling on Campus
EFFECTIVE DATE:	March 14, 2014* (*Policy Revised, see below)
CANCELLATION:	
REVIEW DATE:	Spring 2018

ADMINISTERED BY: Office of Vice President for Business Affairs

PURPOSE

To delineate the conditions under which persons or companies may sell or solicit the purchase of goods and services in university buildings or on the university grounds.

AUTHORITY

Part Two, Chapter IV, Section VI of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedure Memorandum FB-IV.VI.-1 (Advertisement, Promotions, and Solicitation).

GENERAL POLICY

The University of New Orleans prohibits selling, soliciting and deliveries of personal orders in University buildings or on University grounds.

In order for a vendor to sell goods or services or to otherwise solicit business on the UNO campus, explicit permission is required from the Vice President for Business Affairs or his/her designated agent.

Generally, State law and University policy prohibits the use of University facilities for private gain. University employees or others may not, therefore, use meeting rooms, classrooms, etc. to sell or to solicit orders. However, facilities such as University Center meeting rooms may be rented for approved usage.

External organizations may request permission to sell products on the campus; generally, such activities will be limited to formal "flea market" or "fair" activities, at times and in locations specified by the University.

Representatives of companies providing approved employee benefits, e.g. tax sheltered annuities, supplemental medical insurance, etc. are encouraged to schedule group demonstrations at regular intervals. However, such providers are permitted to contact employees by phone to schedule individual appointments.

Individual departments which have not been designated as official University retail outlets are not

authorized to sell products or services unless formally approved by the Office of Business Affairs and appropriate provisions for applicable sales taxes, insurance, etc., have been provided.

Solicitation by employees for the sale of merchandise, commodities, products or services for the sole-purpose of private gain of the employee is strictly prohibited.

Solicitation by employees for products and/or services for the purpose of benefiting the University, must be approved by the President or designee before the soliciting begins.



John W. Nicklow
President
University of New Orleans

**Policy Updates:
Revisions: 2/2/2015*