



NORTHERN ILLINOIS UNIVERSITY

Division of Student Affairs

ON-CAMPUS VENDOR SOLICITATION POLICY

Dean of Students
Altgeld Hall 208
815-753-1573

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 Procurement Services and Contract Management located in Lowden Hall, it is strongly recommended that vendors who are on campus for the first time stop at the Procurement Services and Contract Management 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, Procurement Services and Contract Management will arrange for such demonstrations.

Northern Illinois University requires that all purchasing commitments be made by Procurement Services and Contract Management. 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 Procurement Services and Contract Management 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 Procurement Services and Contract Management.

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