

**NORTH GEORGIA
COLLEGE & STATE UNIVERSITY
POLICY AND PROCEDURE MANUAL**

P & P NO 895.0

EFFECTIVE
DATE July 1, 1997

REVISED
DATE _____

SUBJECT: Solicitation of NGCSU Employees

I. GENERAL

The orderly and efficient operation of North Georgia College & State University requires certain restrictions on solicitation of employees and the distribution of materials and information on campus.

II. BUSINESS SOLICITATIONS

No lists of NGCSU employees should be made available to anyone outside of NGCSU except as may be required by law. No off-campus-generated material will be placed in campus mailboxes except that which is sent through U.S mail services

Personal solicitations or information distributions by an employee should not be permitted if they interfere with or interrupt other employees engaged in work

IV. DISTRIBUTIONS OR SOLICITATIONS BY NON-EMPLOYEES

- A. Employees may make specific appointments to meet salespeople in campus offices. However, employees are not authorized to obligate NGCSU to any acquisition that requires processing through normal procurement channels.
- B. Prior approval of the Vice President for Business and Finance or his delegate is required for any solicitations or marketing on campus, other Than by regularly authorized auxiliary enterprises
- C. Non-employees have no presumptive right to enter the campus, including parking lots, for the purpose of soliciting or distributing any material to NGCSU employees or students. Violations should be reported to Human Resources who will involve Public Safety as appropriate.

V. SOLICITATION BY STUDENTS

Solicitation by students is generally prohibited as described in the Student Handbook