Chapter 34

Tips for Dealing with Sales Representatives

34.0 Tips for Dealing With Sales Representatives

Radford University reserves the right to determine if the goods or services offered by a company are acceptable for use by the University and may deem it necessary to deny that company access to University business or participation in the RU Express program.

Sales representatives from vendors doing business with the University may contact your department. These representatives can be a helpful source of information.

All commitments to purchase goods and/or services beyond the departmental delegated purchasing authority are to be made through the Department of Procurement and Contracts. In such cases, quotations or specifications provided by sales representatives should be forwarded to the appropriate buyer with your requisition.

Please remember that all equipment, materials and services must be purchased using applicable procurement procedures. Equipment left by sales representatives on a "loaner" or "demonstration" basis does not constitute a commitment to buy this equipment.

Occasionally, some vendors may utilize unethical tactics by attempting to solicit business by telephone, stating that they can offer you a great deal on over-stocked merchandise. They will take minimal information as a commitment to buy and ship merchandise after a conversation with someone in the department. Should such a company contact you, refer them to the Department of Procurement and Contracts at 831-5419.

Do not order from a vendor that contacts you as this may be a scam. Remember, you must initiate the purchase, not the vendor. Do not accept gifts or gratuities from vendors under any circumstances as this practice violates the State and Local Conflict of Interest Policy.

Radford University reserves the right to reject an RU Express application submitted by a business that does not complement the mission of the University.

Furthermore, unauthorized attempts by a vendor to conduct business on University property will result in immediate removal of that vendor by University Police.