

**Business and Fiscal Affairs
DRAFT as of 3/22/13**

Recommended for deletion as unnecessary

AP 6380 VENDORS

References:

No specific references

NOTE: *A procedure on vendors is **optional**. Should colleges wish to develop a separate procedure, the criteria listed may be used as a guide. Insert local practice.*

A number of sample policies and procedures pertain to outside vendors, franchises, advertisers and revenue-producing services on campus, and these are listed. Legal references are included in those policies and procedures. Districts should consult with counsel on a case-by-case basis if there are any questions.

Permitting a vendor to operate on a district campus entails the following policies and procedures.

- BP and AP 3600 titled Auxiliary Organizations
- BP and AP 5550 titled Speech: Time, Place, and Manner
- BP and AP 6300 titled Fiscal Management
- BP 6340 titled Contracts
- AP 6340 titled Bids and Contracts
- BP and AP 6500 titled Property Management
- BP and AP 6540 titled Insurance

NOTE: *The following criteria may be addressed in the procedure and should comply with or reference the policies and procedures listed above:*

- *Process for student groups, employees, and external groups to apply for consent to vend on campus*
 - *Responsibility to comply with related policies and procedures*
 - *College personnel with approval authority*
 - *Guidelines for establishing rental fees and other revenue to the college, if any.*
 - *Guidelines for use of the revenue generated, if any.*
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NOTE: The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. This document was reviewed by Victoria Lamica on March 22, 2013.

Date Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*