



Policy Title: **Vending And Sales Of Goods And Services**

Policy Number: PS 414

Purpose of Policy: To establish a policy governing the sale of goods and services on or at all Bellevue University facilities.

Applies to: All Faculty and Staff

Policy Statement:

1. Bellevue University employees are prohibited from soliciting and distributing goods or services during their regular work day or while they are engaged in work-related functions without prior authorization. Solicitation is defined as:
  - Selling merchandise
  - Requesting financial contributions
  - Distributing pamphlets or literature not related to University work
  - Unauthorized posting of bulletins, notices or ads on bulletin boards or at any University location
  - Solicitation and distribution by employees who enter a work area during their off hours is strictly prohibited.
2. Authorization must be obtained in writing prior to the sale, whether occasional or continuing, of goods and services. Review of all written requests will be made by the Office of the Vice President of Administration following these guidelines:

#### VENDING AND SALES OF GOODS AND SERVICES

- Money raised must all go to benefit Bellevue University.
  - Purpose of sale must be explicitly stated to all potential buyers.
  - Solicitation will be limited to authorized Bellevue University organizations.
  - Sale will normally be limited to no more than two (2) days.
  - Sale must not conflict with any other Bellevue University policies or rules.
3. Employees are allowed to sell small items such as cookies, candy bars, etc. for children or organizations benefiting community organizations (e.g., Girl Scout cookies or other child's activity fundraiser, church group fundraisers, etc.) using the guidelines established above.

This policy does not allow employees to conduct another business or advertise/sell commercial products or services.

4. The University normally prohibits solicitation and distributions on its premises by non-employees but may determine it is prudent and beneficial to support a particular charitable cause or community organization provided prior authorization is obtained.
5. Company equipment, such as e-mail, fax or copy machines, and supplies are to be used only for University purposes. Communications systems may **not** be used by employees to solicit or advertise a product, service, charity, political cause or religious entity.
6. Exceptions to this policy may be granted only by the President or a Vice President.

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Supporting Documentation: Employee Handbook

Keywords: employee, vending, sales, solicitation, fundraiser, equipment, supplies

Responsible Office: Business Office

Contact Information: Business Office  
402-557-7087

Approved by: Dr. Mary Hawkins

Effective Date: January 31, 2018

Review Cycle and Dates: This policy statement supersedes previous versions of PS 414, dated November 1, 2004 and December 1, 1996.

APPROVED:

/signed/  
Dr. Mary Hawkins, Bellevue University President

1/31/2018  
Date