

Policy 509.4

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Request by Vendors

4.1.1 Clearance and Arrangements - Vendors wishing to demonstrate their product or service to the University are to direct any requests for demonstrations to the Purchasing Office. If the Purchasing Office approves of the demonstration, Purchasing will make arrangements for the demonstration, the time, advise those departments which might have an interest in the demonstration, and confirm with the vendor the arrangements that have been made.

4.1.2 Expenses - The vendor will be responsible for all expenses incurred in the demonstration. The University will not accept any responsibility for the safety of the equipment of the vendor beyond normal care and safety.

4.2 Request by Department

4.2.1 Arrangements - A more common type of demonstration is that requested by a department from a vendor of a particular piece of equipment. In these instances, the arrangements are worked out between the University department and the vendor.

4.2.2 Expenses - All expenses incurred from these demonstrations are the responsibility of the vendor. The University will not accept any responsibility for the safety of the equipment beyond normal care and safety.

4.3 Purchase After Demonstration

4.3.1 Obligation to Purchase - The demonstration of equipment to a department or to an individual in no way obligates the University to purchase or lease the equipment or service. Any purchase requests issued as a result of demonstrations will be handled in accordance with the normal purchasing regulations of the University and State.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates