

**SAIT COMMERCIAL SERVICES EXCLUSIVITY**

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
Effective:	November 21, 2019
Revision:	

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to regulate commercial sales on the SAIT campus, for the benefit of SAIT, its employees, and its students.

**PROCEDURE****DEFINITIONS**

- Facilities** Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.
- SAIT campus** SAIT's main campus and all satellite campuses.

**GOVERNING PRINCIPLES**

1. To make the best and most efficient use of SAIT's resources, all schools/departments must use the products and services provided by the Commercial Services department and its business units, including but not limited to the Bookstore, Residences, Conference Services, Convenience Store, Graphic and Printing Services, Parking and Food Services.
2. Exceptions may be made as outlined in this procedure or in situations where Commercial Services cannot offer the required products and services at a reasonable cost and/or at a satisfactory level in comparison with an off-campus provider, subject to paragraph 2 of this procedure.

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## PROCEDURE

1. SAIT schools/departments must:
  - a) Purchase all textbooks and SAIT-branded merchandise through the Bookstore's procurement process, as per the deadlines set out in the Management of the Academic Year document (MOTAY). If the bookstore is unable to complete a purchase request but an off-campus provider can do so, the school/department must set up the vendor account through the Bookstore or through the Purchasing unit of the Finance department.
  - b) Arrange for the printing of material through Graphics and Printing Services.
  - c) Reserve accommodation for guests at the Residence if the school/department is paying for that accommodation, unless
    - i) The Residence is at full capacity as confirmed by the Residence prior to the school/department booking off-campus accommodation for those guests;
    - ii) The guests have stated a preference for alternate accommodation; or
    - iii) The Residence is not appropriate or suitable for the guests' specific needs.
  - d) Use SAIT's facilities for activities such as events, meetings, conferences, team-building sessions, gatherings, etc., unless SAIT's facilities are at full capacity or are not suitable for those particular activities, as confirmed by Conference Services prior to the school/department booking off-campus locations for those activities.
2. SAIT schools/departments may not purchase or use the products or services of an off-campus provider that are similar to products or services that Commercial Services provides, without the prior written approval of the dean, director or designate.

## POLICY/PROCEDURE REFERENCE

AD.2.14	Commercial Sales on Campus
AD.2.14.1	Display and Sale of Supplies, Material and Equipment
AD.2.14.2	Foodstuffs

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