

COMMERCIAL SALESMANSHIP ON CAMPUS – SALES OF MATERIALS AND EQUIPMENT

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
Effective:	February 14, 1995
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to permit the on-campus sale of supplies, tools and equipment if this benefits employees or students, and does not interfere or compete with SAIT's functions and services.

PROCEDURE**GOVERNING PRINCIPLES**

1. This procedure applies only to sales to SAIT employees, students, or the general public.
2. This procedure does not apply to sales to SAIT, as the Commercial Services department manages those sales.

PROCEDURE

1. A duly authorized officer of the selling firm or organization must sign a comprehensive waiver of institute responsibility for any loss or damage to the items on sale or any claim related to the goods or services that the firm is offering, prior to authorization of an on-campus sale. See Schedule A, Waiver and Indemnity, an Associated Document to this procedure.

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2. Subject to facility availability, a commercial sale on SAIT's property shall be considered for approval only if the sale:
 - a) Does not conflict with any of SAIT's existing contractual obligations, as determined by the vice president, finance and corporate services and the directors of the Commercial Services and Facilities Management departments;
 - b) Does not constitute unwarranted competition with SAIT's services or approved services, such as the bookstore and the SAIT Students' Association shops, as determined by the director of Commercial Services in consultation with the vice president, finance and corporate services and the affected area; and
 - c) Has potential value or interest to SAIT's employees or students, as determined by the director of Commercial Services in consultation with the vice president, finance and corporate services and any affected school/department.
3. Charges for any special set-up, clean-up, custodial or other SAIT-provided services shall be governed by the terms and conditions of a standard Facility Rental Agreement. The vice president, finance and corporate services has the discretion to waive fees or charges.
4. The recipient of a written request for such a sale shall forward the request, together with the completed Waiver and Indemnity form, to the recipient's dean, director or designate. The dean, director or designate shall make a preliminary assessment of the potential value of the sale and forward this, together with recommendations, to the director of Commercial Services.
5. The vice president, finance and corporate services, or designate, shall:
 - a) Consult with affected SAIT or SAIT-approved services to ensure there is no unwarranted competition;
 - b) Consult with the directors of Commercial Services and Facilities Management to ensure there is no conflict with SAIT's existing contractual obligations;
 - c) Consult with the Office of the Registrar and with the Conference Services unit of Commercial Services to determine if facilities are available, and tentatively reserve this space; and
 - d) Notify the applicable dean, director or designate as to whether or not the sale may proceed, within two weeks of the date of request.

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PROCEEDURE



6. The dean, director or designate shall:
 - a) Confirm or cancel the tentative facility reservation as applicable, including arranging for any required Facility Rental Agreement; and
 - b) Notify the selling firm of the final arrangements. This notification shall stipulate that a permitted display in no way represents SAIT's endorsement of the product or service involved.
7. Finance shall invoice for and collect any fees applying under the Facility Rental Agreement unless the vice president, finance and corporate services has approved a waiver of fees.

ASSOCIATED DOCUMENTS

Schedule A Waiver and Indemnity form

POLICY/PROCEDURE REFERENCE

AD.2.5 Commercial Salesmanship on Campus – Sales of Materials and Equipment policy

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PROCEDURE