

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Solicitation of Vendors		Approved by:
Insert:	06.11	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College System to ensure compliance with Alabama Community College (ACCS) [Board Policy 315.02](#) and [Chancellors Procedures 315.02](#), Solicitation of Gift or Contributions from Vendors.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. Employees of Coastal Alabama Community College shall not solicit any gift or contribution from any vendor or from any entity that they know to be a potential vendor, for the benefit of the institution where such gift is stated or implied by such employee to be a condition of developing or maintaining a business relationship with the institution

PROCEDURE(S):

1. Refer to [Chancellors Procedures 315.02](#) for additional information.

ADDITIONAL PROVISIONS/INFORMATION:

[Code of Alabama 16-60-111.4.](#)