

## **Guidelines for vendor visits/demonstrations**

### **Open Campus:**

The University has an open campus and vendors may visit individual departments without registering at the Purchasing Department. The University strives to grant all competitive vendors equal consideration; to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices, to accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions. As such, Sales representatives should be afforded a friendly consideration and all contact is to be conducted in a professional manner.

Members of the University community are expected to exercise sound business judgment and to discharge their duties openly, faithfully and efficiently so as to avoid suspicion of conflict interests. University employees should not solicit or accept favors or gratuities from any firm, person or corporation that is engaged in, or attempting to engage in, business transactions with the University. This is not intended to discount the fact that on occasion companies doing business with the University may send employees small items of appreciation, e.g. coffee mugs with a company logo. Such items may be acceptable so long as they do not have any significant economic value. Incentives or rewards based upon future or past purchases must not be accepted. This would include cash, gifts, incentive trips, merchandise, equipment, or credit towards such items. If an employee is presented with what could be viewed as a gift, favor or gratuity, he or she should discuss the matter with a supervisor or other appropriate University official for a determination of the proper course of action.

### **Vendor Invitations, Events and Site Visits:**

Employees should guard against participating in any vendor sponsored social functions that may appear to bias professional judgment or practice. Meals and social functions that are part of a legitimate educational program are acceptable – the educational component must be the primary objective with the meal/social function ancillary to it.

Vendor site visits are visits by UNM staff to vendor sites including, but not limited to, office headquarters, manufacturing sites, show sites, vendor customer sites, etc and the purpose of the site visit is to evaluate new technologies, strategic relationships, or qualify vendors and products. When arranging site visits, UNM personnel should acquire advance permission from appropriate supervisory personnel to attend such visits.

While it is preferable that University employees pay their travel expenses, there are circumstances where it may be reasonable and appropriate to accept tickets and or hotel accommodations. Trips sponsored by a manufacturer that are solely educational may be warranted, provided that the cost of the trip is modest and acceptance of the trip does not appear to reward the employee for past sales or commit to future purchases. The following criteria may warrant travel to such conferences/places/events:

- The sponsorship of the event is fully disclosed to, and open to, all participants.
- The singular purpose of the event is to facilitate professional discussion and/or education.
- The educational and professional development component of the event accounts for a substantial amount of the total time spent in attendance.
- Travel expenses are limited to those strictly necessary for attendance at the event.
- The conference or training must be the reason for the trip
- Participation must not be tied to any commitment to vendor
- The expense for a spouse or other travel companion may not be compensated by the vendor.