



Purchasing Department
P. O. Box 1627
Normal, Alabama 35762
(256) 372-5227 Office
(256) 372-5223 Fax

Guidelines for "Sales Representatives"

1. We sincerely believe that good vendor relations are necessary for our office. Much of the success of the Purchasing Department depends on the help we receive from YOU!
2. Please suggest how we can further our cost reduction and service objectives. To do this, you will want to become thoroughly familiar with our requirements and we welcome an opportunity to discuss them with you.
3. We solicit the help of all vendors to sustain our POLICY that the purchasing staff will accept no gifts, service, or favors-at any time. The best favor you can do is to see that the University gets the best price, quality, and service.
4. Our purchasing is done on a competitive basis. Competitive bids are public information and can be reviewed in the Purchasing Department. No tabulations or other information, other than notification of award will be supplied in writing.
5. We welcome catalogs and brochures. We will distribute them as needed.
6. **Merchandise should NOT be shipped until the vendor has an official Purchase Order by a purchasing agent in the Purchasing Department.**
7. Send complete shipment whenever possible to reduce costs. If, however, you know or believe merchandise on hand is needed immediately, please contact the Purchasing department for approval on a partial shipment.
8. **Only the Purchasing Department has authority to place and order on behalf of Alabama A&M University. Any order placed by an individual outside of the Purchasing Department will be considered to be a personal transaction between the vendor and the individual.**
9. The Purchasing Department must be advised of all "trail equipment" which is left on campus for evaluation. This policy protects the vendor as well as Alabama A&M University