

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 4.07

TITLE: SALESPERSONS/COMPANY REPRESENTATIVES

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

To ensure all representatives of business and industry are given equal and adequate opportunity to supply goods and services to the College, salespersons are to be referred to the College's purchasing agent.

Book salespersons should be referred to the appropriate dean, director, or department chair for contact with faculty.

Employee benefits representatives are to be referred to the Office of Human Resources prior to contact with employees.

HISTORY: Last Reviewed 9/16/2025

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12, 10/22/19, 9/16/25

Revised: 1/22/02