

<b>Vendor Visitation</b>	Policy Number	5.2
	Effective Date	May 31, 2011

**1.0 POLICY & PURPOSE**



It is the intent of Laramie County Community College to maintain and practice the highest possible standards of business ethics, professional courtesy, safety, security, risk management and competency in all vendor relationships. LCCC acknowledges the importance of bringing together vendors/visitors and the college community for the purpose of exchanging information and knowledge; and for providing opportunities which are relevant to providing quality products and/or service. Vendors who conduct business on college property or with college personnel will do so in accordance with LCCC policies and procedures and shall not interfere with the daily operation of the college mission. Conduct including, but not limited to, intentional or negligent disruption of the orderly process of the College, noise, threats, harassment, physical abuse, endangerment of the health, safety and security of any person or inappropriate entry into, obstruction of, or occupation of any College property by a vendor/visitor, shall be deemed a violation of College policies and procedures.

**2.0 REVISION HISTORY**

Adopted on: 5/31/11

**3.0 PERSONS AFFECTED**

- A. This Procedure is applicable to all LCCC administration, faculty, staff and students.
- B. This Procedure is applicable to all vendors, visitors, service personnel, organizations, and contractors; and to all vendor visitations and to all campus locations.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jerry L. Harris, Contracting/Procurement Director	5/26/11
Approval by President's Cabinet		5/31/11
Approval by President (Signature)		6/1/11
Approval by Trustees (Signature)		11/28/12