

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 6008 **PAGE** 1 of 2

**PROCEDURE TITLE:** Merchandise to be Received on a Trial Basis

**STATUTORY REFERENCE:** Section 1001.65(1), Florida Statutes; Section 1010.04(2), Florida Statutes

**BASED ON POLICY:** VI-2 Bidding for Commodities and Services

**EFFECTIVE DATE:** July 3, 1986

**LAST REVISION DATE:** September 6, 2024

**LAST REVIEW DATE:** September 6, 2024

## **I. PURPOSE**

To establish a procedure for requesting, testing, returning and/or purchasing sample merchandise which is provided to the College on a trial basis by vendors. Sample merchandise or merchandise brought in for demonstration purposes may be retained by the College or returned to the vendor as defined below.


## **II. PROCEDURE**

### **A. Sample Merchandise**

All arrangements for accepting sample merchandise that will be returned to the vendor will be coordinated through the Purchasing Department. The College department wishing to obtain sample merchandise on a trial basis from a vendor must advise the Purchasing Department in writing.

### **B. Product Demonstrations**

The display or demonstration of vendor products is often an important part of the specification development and source selection process. The Purchasing Department will manage this process to support College needs. Coordination of demonstrations will be approved by the Purchasing Department and will be based on the mutual interests of both the College and the vendor.

	09/06/2024
<b>PRESIDENT</b>	<b>DATE</b>