

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 6309

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**PROCEDURE TITLE:** Correspondence with Vendors

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.65(1) AND 1010.04(2)

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

**EFFECTIVE DATE:** August 2, 1978

**LAST REVISION DATE:** November 8, 2005

**LAST REVIEW DATE:** November 8, 2005


## **I. PURPOSE**

To clearly define that the basic responsibility for correspondence with vendors is through the Purchasing Department.

## **II. PROCEDURE**

All correspondence with vendors relating to Purchase Orders or other contracts issued by the Purchasing Department is through the Purchasing Department.

- A. A College department may contact vendors in the initial phase of determining what they wish to purchase in order to obtain a price quote or list of specifications to use as a guide when preparing a department requisition or to use for budget purposes. At no time should the originating department make any promises to vendors about future orders as the final determination of vendor and price will be made by the Purchasing Department.
- B. If a College department has any problems with merchandise received that does not meet their expectations, the Purchasing Department should always be made aware of any problems and it should be the Purchasing Department's responsibility to contact the vendor to obtain satisfaction.
- C. As noted in all Purchasing bid and RFP documents, no vendor contact is allowed with any College personnel other than Purchasing during the competitive process. This is referred to as the "Cone of Silence."

	11/8/05
<b>PRESIDENT</b>	<b>DATE</b>

