



UNIVERSITY OF
WEST GEORGIA

Last	N/A
Approved	
Effective	N/A
Next Review	N/A

Area	Finance
Chief Or	Chief
Responsible	Business
Office	Officer

Solicitation, Advertising, and Sales (#3005)

Purpose/Reason for Policy

~~The advertising, sales, or solicitation for cash donations, goods, and services that comprise Campus Services as defined by the Board of Regents (BOR) and that involve transactions on UWG's Campus (as defined by procedures) or during any UWG-sponsored event is prohibited except as provided for by approved contract, applicable law, BOR Policy, or procedures implemented pursuant to this policy.~~

The Board of Regents (BOR) Policy Manual [6.19 Business Enterprises](#) details the requirement that all business enterprises operated on a campus of a USG institution shall be operated as auxiliary enterprises and shall be under the direct management, control, and supervision of the Chief Business Officer (CBO). To ensure compliance, the advertising, sale, or solicitation for cash donations, goods, or services on UWG property or at any UWG-sponsored event is prohibited except as authorized by procedures established pursuant to this policy.

Policy Statement

~~Sales, Advertising, and Solicitation on any University of West Georgia (UWG) Campus operated as Campus Services shall be under the direct management, control and supervision of the Chief Business Officer of the institution or his/her designee.~~

All solicitation, advertising, and sales activities conducted on University of West Georgia (UWG) property shall be managed, controlled, and supervised by the Chief Business Officer or designee, the Assistant Vice President of Campus Services.

Scope/Applies To:

☒ All Employees ☐ Faculty ☐ Staff ☒ Students ☐ Vendors/Contractors ☒ Others ~~third parties doing business with the University~~ Third parties doing business with the University.

The Chief Business Officer, in consultation with the Chief Advancement Officer, is authorized to establish procedures for compliance with this Policy.

Associated Procedures

Affiliated, Non-Affiliated, and Student Organizations

External Fundraising

External Fundraising

Approval Signatures

Step Description

Approver

Date