

POLICY: POL060
TITLE: VENDOR RELATIONS
EFFECTIVE DATE: JANUARY 2000
UPDATED: AUGUST 2009

VENDOR RELATIONS

The Purchasing Department and all university personnel performing the purchasing function should endeavor to build and maintain professional and courteous relations with vendors and their sales representatives. Vendor goodwill is an important asset to the University and should be handled with courtesy, honesty, and fairness. Departments should notify the Purchasing Department of any exemplary or unsatisfactory performance displayed by a vendor or the vendor's representative. The Purchasing Department will assist departments in resolving any disputes with suppliers whenever such assistance is needed. The most harmful issue between any vendor and the University is the failure by the University to pay its obligations in a timely fashion. Requisitions should not instruct vendors to send bills or invoices to the department as this only serves to delay approval and payment.

MINORITY VENDOR PURCHASES

Roger Williams University encourages the meaningful participation of minority owned businesses whenever possible.

PRIVATE INDIVIDUALS

The University allows the limited purchase of goods and services from private individuals only when the individual is not an employee of the University. Requisitions addresses to such persons must include the individual's social security number (SSAN).

TAX EXEMPTION

As an educational institution, Roger Williams University is exempt from federal and state sale tax under the provisions of the Internal Revenue Code 501 (c) (3). Federal and States tax exempt numbers appear on each purchase order form sent to vendors. If a supplier requests a copy of the University's exemption certificate the supplier should be directed to contact the Purchasing Department.