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## Policy Information

**Effective Date:**

September 1, 2006

**Policy Number:**

CSM 415.1

**Responsible Unit:**

Division of Human Resources

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## Policy

The University prohibits the use of its assets for solicitation for the purpose of selling goods or services to and by all members of the campus community, including employees and non-employees. Examples of prohibited activities include, but are not limited to, scheduled work time, non-requested visits to work areas during or outside of business hours, and the use of university telephones, email, and mail services for the purpose of solicitation.

The President of the University may approve certain activities in connection with an institutional fund-raising effort, and announces these activities through formal notice. The Senior Vice President for Business Affairs is the designated contact for parties requesting permission to solicit sales, contributions or memberships.

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sets-0](http://tobaccofree.arizona.edu/employmenthuman-resources/non-solicitation-regarding-university-assets-0)

**Links**

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