



**Policy and Procedures Manual**  
**Application: All Personnel**  
**Section A6.24-6.25 Solicitations and Flyers**

**A 6.24 POSTING OF NOTICES IN UNIVERSITY BUILDINGS**

It is the policy of East Central University to provide the University with up-to-date information on University activities using various communication methods including the posting of notices (flyers). Flyers are not to be posted on painted walls, glass, or doors.

For information pertaining to process and procedures, please contact the office of the Vice President for Student Development.

**A 6.25 PRIVATE SALES SOLICITATIONS**

Outside sales solicitations or presentations in state facilities are not authorized whether or not employees are on duty. This restriction does not apply to private entities under contract with the State who are acting in an official capacity as agents of the State. **Employees are not to invite or entertain sales solicitors in the workplace.**