Policy *407* Version *1*  *02/24/2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | Section 407: Auxiliary Exclusive Services |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [ ]  Yes [x]  No
* Describe change: Housekeeping - Updating the policy to state the correct name of the Office of the Vice President for Research and Creative Activity
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * The Office of the Vice President for Research and Creative Activity, February 18, 2015
* Sheri Anderson: sheri.anderson@ndsu.edu; Cassie Johnson: cassandra.j.johnson@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 407
AUXILIARY EXCLUSIVE SERVICES**

### SOURCE: NDSU President

1. Purpose: NDSU auxiliary functions (Dining Services, Wellness Center, Day Care, Student Health Center, Residence Life, Telecom, Print and Copy Services and the NDSU Bookstore) have all invested heavily in infrastructure in order to serve NDSU. These entities also provide important local dollars to help support the University overall. It is in NDSU's interest to support their functions.
2. Therefore, this policy establishes "exclusive rights to operate" for those identified auxiliary functions to be sole providers of their services on campus. NDSU departments and NDSU related entities receiving services on NDSU property must follow this policy (provided that such services are not otherwise contracted out - see 3.0).

2.1 The Fargodome, Technology Park, Alumni Association/Development Foundation, and Alumni Center are entities which are exempt when receiving services on their property, as they are separate from the University. However, the functions of the Vice President for Research and Creative Activity are not exempt at the Research & Technology Park. Departments and NDSU-related entities are encouraged to use NDSU Auxiliary Services at the Research & Technology Park and the Alumni Center.

2.2 This policy does not apply to individual's purchasing products or services for personal use or to services which are part of an academic class.

2.3 Departments and NDSU related entities are encouraged, rather than required, to order their office supplies and equipment from the NDSU Bookstore.

2.4 Student organizations are considered "related entities" when receiving services in the Memorial Union or for any function on campus larger than 250 people when not in the Union.

1. Exceptions to this policy may be made with the approval of the affected auxiliary unit (or Dean of Student Life) or when the auxiliary unit does not provide the service. Exceptions may also be required due to governing law or regulation due to contractual commitments by the University.

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HISTORY:
Amended May 2006

Amended October 2007

Housekeeping February 16, 2011