SECTION 3: CLIENT RELATIONS

SUBJECT: DEPARTMENTAL VISITS Procedure #3.2

POLICY

The Buying staff is encouraged to establish a positive client relations program by visitations to major departments on a regular basis. This will lead to better communication and rapport between Purchasing and campus departments and improve the procurement time cycle.

PROCEDURE

The visit program is a part of the Purchasing Department’s Balanced Scorecard measures initiatives. The procedures for the program are established by a measures task team and are published in the Balanced Scorecard documentation.