Policy on agreements with external consultants and firms

Policy Type: Local
Responsible Office: Development and Alumni Relations
Initial Policy Approved: 05/2009
Revised Policy Approved: 1/2013

Policy Statement and Purpose
Virginia Commonwealth University schools, centers, units, associations and affiliated foundations must obtain written permission from the applicable academic vice president and the vice president for Development and Alumni Relations to hire under contract an external consultant or firm to solicit funds for any part of the university or the VCU Health System. Any firm or person employed to work with university alumni, prospects and/or donors must follow all university policies and procedures, especially with regard to the security of university-owned data.

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Who Should Know this Policy?
All university employees engaged in activities related to development and alumni relations are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions
There are no definitions associated with this policy.

Related Documents
Confidentiality Statement

Contacts
The Office of Development and Alumni Relations officially interprets this policy. Office of Development and Alumni Relations is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining
Policies and Procedures through the appropriate governance structures. Please direct policy questions to the vice president for Development and Alumni Relations.

**Procedures**

There are no procedures associated with this policy.

**Revision History**

This policy supersedes a portion of the following BOV policy approved in 5/2009:

- 1.1 University Advancement Management Structure and the Relationship between Virginia Commonwealth University and the various affiliated University Foundations

**FAQs**

There are no FAQs associated with this policy.