

**Kern Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services**

AP 6380 Vendors

References:

None

Note: This procedure is **legally advised**.

Permitting a vendor to operate on a district campus entails the following policies and procedures.

- BP and AP 3600 Auxiliary Organizations
- BP and AP 3900 Speech: Time, Place, and Manner
- BP and AP 6300 Fiscal Management
- BP 6340 Contracts
- AP 6340 Bids and Contracts
- BP and AP 6500 Property Management
- BP and AP 6540 Insurance

The following should be addressed:

- Process for student groups, employees, and external groups to apply for consent to vend on campus
- Responsibility to comply with related policies and procedures
- College personnel with approval authority
- Guidelines for establishing rental fees and other revenue to the college, if any.
- Guidelines for use of the revenue generated, if any.