

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: **SS 6.1.7**
Procedure Title: **NVC Vendor Visit Requests**

- I. **Purpose**
Schedule Vendor Visit Requests

- II. **Procedure Statement**
Schedule table reservations for Sole Proprietor Vendors and Non-Profit Organizations

Step 1: Receive Request via OrgSync.

Receive request via OrgSync

Step 2: Check Ad Astra for dates requested.

Check Ad Astra to see if the vendor's requested dates are available

Step 3: Reserve Dates in Ad Astra.

Reserve dates in Ad Astra or contact requestor for alternate dates

Step 4: Contact Requestor.

Email a reservation confirmation to the requestor

Contact for Interpretation: Director, Student Life

Relevant Board Policy: N/A
Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: _____ September 22, 2016 _____

Approved: _____
Vice President for Student Success