

Facilities Procedures

Policy Owner: Associate Vice
Chancellor of
Facilities

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Approved by: Michael G. Perez

General Procedure for:
Vendor Training/Education

PURPOSE:	This document establishes the process regarding Vanderbilt-funded vendor training and/or education.
Policy:	As a rule, Vanderbilt Facilities will not pay for, or reimburse, vendor training or education. If Facilities staff believes the university is to provide such training or education, it must first be approved by the Associate Vice Chancellor for Facilities.
Process:	If vendor technical training or education is deemed necessary to be funded by Vanderbilt, Facilities staff will first request approval in writing directly to the Associate Vice Chancellor for Facilities and include a very detailed justification. The likelihood of approval will be very remote as the justification for any such training must exhibit unequivocal value to Vanderbilt University and permissible by contract agreement.