

## **Supplier Visits**

The GTCC Purchasing Department has an open door policy. If suppliers are in the area, they are welcome to come by to meet the purchasing personnel, to drop off company or product information or to check on upcoming projects.

Appointments are not required but are encouraged with the Manager, Procurement & Inventory Control to assure that (s)he has adequate time available for the meeting.

Suppliers are not required to come through the Purchasing Department to make appointments with the various departments on campus. Those appointments can be made directly with the contact person for those areas.