



# GREENVILLE INDEPENDENT SCHOOL DISTRICT

4004 Moulton Street, Greenville, Texas 75401

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## Vendor Solicitation Rules

**Greenville ISD restricts access to its  
campuses by third- party vendors except as expressly authorized.**

1. All 403(b) retirement plan vendor agents must agree to our Third Party Administrator's (TPA) requirements. Greenville ISD's TPA is TCG Administrators. Please contact Scott Hauptmann at 512-600-5230 or [shauptmann@tcgservices.com](mailto:shauptmann@tcgservices.com) for further information.
2. 403(b) vendor agents may be invited to the annual employee conference to set up a marketing table at the benefits fair and schedule appointments with employees to discuss products. Greenville ISD Administration will coordinate this activity directly with vendors.
3. Greenville ISD has a closed campus policy regarding solicitation by third party vendors. This means that Agents/Solicitors are not allowed on campus to meet with employees to discuss retirement planning or products except as specifically authorized such as at the annual employee conference referenced above.
4. Agents/Solicitors may not send sales materials or any type of literature to employees through Greenville ISD email.
5. Agents/Solicitors may not drop off any literature to be distributed on campus or placed in employee's mailboxes. Greenville ISD internal mail is not available for use by third parties.
6. Agents/Solicitors may not use district phone numbers to solicit employees.
7. **Any Agent/Solicitor who violates any of Greenville ISD's policies will lose any and all privileges for soliciting Greenville ISD employees on school property. Any violations may also be referred to the Agent/Solicitor's retirement plan vendor or the Texas Department of Insurance.**