

VENDOR RELATIONS

The district welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

In general, salesmen or agents may not solicit staff members during hours when students are present. Administrators may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

No district employee will receive direct compensation of any kind from any vendor in return for the sale of supplies or services. This does not exclude minor gratuities commonly provided by a business to all of its customers.

Any employee who orders supplies or equipment without express authorization of the superintendent or principal for such order shall be personally liable for payment of the bill and for materials ordered.

Approved __09/13/2010__ Reviewed _____ Revised _____