

Barre Town Supervisory District Policy Manual

**TITLE: Vendor Relations    CODE: DJG**

It is essential that the functions of pricing and supplier/contractor selection be carried out objectively and ethically. Therefore:

1. Employees who are not authorized to negotiate purchases will not indicate district preference to supplies/contractors for any product or service or source of supply.
2. Employees who are in a position to recommend purchases and services and sources of supply and/or negotiate with suppliers and contractors will not:
  - A. Solicit or accept gifts, gratuities, loans, or favors from present or perspective suppliers/contractors.
  - B. Perform any work or service for remuneration for a supplier/contractor except as disclosures of conflict of interest are properly made.
  - C. give preferential treatment to friends, relatives, or former district employees.
  - D. Disclose information about bids or other confidential matters not approved for general release.
3. The district's purchasing activity is designed solely to serve the school system. Purchases will not be made through the district for individuals unless authorized by the Board.

1st Reading: 5/10/00, 12/19/2007

2nd Reading: 5/24/00 , 1/2/2008

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Date Revised:

Date Effective: 5/24/00

Legal Reference(s):

Cross References:

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