

Houston County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vendor Relations	Descriptor Code: 2.809	Issued Date: 07/08/13
		Rescinds: DJEI	Issued:

General

Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service.¹

Individual Schools

Schools shall execute a written agreement with vendors for all fund-raisers. The agreement shall include, but not be limited to, the following information:

1. The division of profits that result from the activity;
2. Payment of sales tax;
3. Delivery date(s);
4. Package prices or other charges; and
5. Scheduled dates of service.

Vendors visiting separate schools shall contact and secure the permission of each principal's office prior to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

Legal Reference:

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-27

Cross References:

Visitors to the Schools 1.501
Advertising & Distribution of Materials in Schools 1.806
Student Solicitations/Fund-Raising 6.701