RECOMMENDED Descriptor Code: DEBE

EMPLOYEE RELATIONS WITH VENDORS

Employees are prohibited from endorsing a product on behalf of the District. Employees are prohibited from making purchases on behalf of the District unless authorized by policy or board approval.

Employees are authorized to make purchasing recommendations in accordance with the District's requisition procedure. Employees making such recommendations shall not:

1. Indicate District Preference to suppliers/contractors for any contract or service.
2. Perform any work or service remuneration for a supplier/contractor except as disclosures of conflict of interest are properly made.
3. Give preferential treatment to friends, relatives, or former employees.
4. Disclose information about bids or confidential matters not approved for general release.
5. Take any other action in relation to suppliers and contractors that will impair the District's ability to make purchasing decisions in the best interests of the District or that will give one supplier/contractor an unfair advantage over another.

The District's purchasing activity is designed solely to serve the school system. Purchases will not be made for individuals through the District or through the schools. All employees are required to adhere to state law and district policy prohibiting vendor gifts to all school employees.

Complimenting NDSBA Templates (may contain items not adopted by the Board)

- DEBC, Gifts to Personnel
- HCAA, Purchasing Agent
- HCAA-AR, Informal Bids or Proposals Process
- HCAA-E, Purchasing Laws for Schools

End of Manvel School District #125 Policy DEBE ..... Adopted: 1/13/20

Updated: 10/9/22