

## **Business and Noninstructional Operations**

### **RELATIONS WITH VENDORS**

**BP 3315**

Education Code 60072 prohibits school officials and employees from accepting gifts or inducements to adopt or buy any instructional material or influence others to do so; see BP/AR 6161.1

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

*(cf. 6161.1 – Selection and Evaluation of Instructional Materials)*  
*(cf. 9270 – Conflict of Interest)*

#### *Legal Reference:*

##### EDUCATION CODE

*60071 – Prohibited offers to influence adoption or purchase of instructional materials*

*60072 – Acceptance of consideration or inducements by school official*

*60073 – Penalties for violation of article*

*60074 – Supplying sample copies*

*60075 – Receiving sample copies*

*60076 – Inapplicability of article: royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty*

#### **Policy**

**Adopted:** September 12, 1995

**Reviewed:** May 22, 2014

**PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California