

**Business and Non-instructional Operations****RELATIONS WITH VENDORS**

Purchasing personnel shall promptly acknowledge inquiries from suppliers' representatives. LEARN shall not extend favoritism to any vendors. Each order shall be placed on the basis of adherence to bid specifications, acceptable quality, service, price, and delivery.

LEARN shall not solicit funds or materials from vendors. No purchase will be made from an employee of LEARN, or from a member of the immediate household of an employee of LEARN without the approval of the Board of Directors.

No LEARN employee or member of the Board of Directors shall secure or attempt to secure personal profit or gain by virtue of his/her position.

No employee shall endorse any product of any type or kind in such manner that will identify themselves in any way as an employee of LEARN.

The purchasing personnel should visit suppliers' places of business whenever possible to acquaint themselves with the product lines carried and with the vendor's ability to serve LEARN.

Policy Adopted: November 8, 2001

Revised: February 8, 2024

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