PURCHASING AND ACQUISITION:
VENDOR RELATIONS
CHE (REGULATION)

VENDOR CONTACT WITH EMPLOYEES

Solicitors are not permitted to call at individual schools without approval from the office of the Superintendent or designee. If approved, the solicitor will be given a letter of approval, to be presented to the principal or designee before any solicitation may occur. [See CHE (EXHIBIT)]

Vendors are prohibited from offering gifts or favors that could influence or that could be construed to influence purchases utilizing District funds. Employees are to refuse any such offers and report such offers to their Principal or Department head. The Principal or Department head shall immediately report any such incidents to the Purchasing Department.

APPROVED – JANUARY 2015