

SALEM SCHOOL SYSTEM
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

RELATIONS WITH VENDORS

Purchasing personnel shall promptly acknowledge inquiries from suppliers' representatives. The district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.

The schools shall not solicit funds or materials from vendors. No purchase will be made from an employee of the school district, or from a member of the immediate household of an employee of the school district.

No member of the Board of Education shall secure or attempt to secure personal profit or gain by virtue of his/her position as a member of the Board of Education.

No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the district.

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

Policy Adopted: November 10, 1998