

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Relations With Vendors

Salespersons shall not be permitted in schools or departments for the purpose of making sales. If it is necessary to contact salespersons regarding detail of their products, schools or departments should request such visits through the Purchasing Department. A copy of all correspondence with vendors regarding proposed purchases should be forwarded to the Purchasing Department. In the event friction develops between the vendor and district personnel, the Purchasing Department should be notified at once.

Staff members should be careful not to commit themselves or the district to the purchase of any item when meeting with vendors.

The district may not pay for purchases made by district personnel without prior authorization from the Purchasing Department if the purchase was not properly processed or authorized. The person ordering the item may be personally liable for any commitments made to vendors caused by their actions.

Staff Relationships

All requests for estimates of costs and the purchasing of supplies and equipment shall be made through the Purchasing Department with the exceptions of Food Service, Facilities, and Transportation Departments, which are permitted to purchase low value supplies and equipment under the policies and procedures of the Purchasing Department.

In the interest of purchasing materials or equipment to meet health and safety requirements, district standards, or to achieve the lowest life cycle cost, the Purchasing Department may substitute items for those requested. Originators will be notified of substitutions for major purchases prior to ordering.

Regulation approved: 6/23/98