

HFC: Relations with Vendors

The purchasing agent shall attempt to give all suppliers' representatives a hearing relative to their products the first time they call. Subsequent visits shall be promptly acknowledged and interviews granted or not, at the discretion of the purchasing agent. Purchasing personnel are not required to put their time indiscriminately at the disposal of all salespeople, however frequent or at whatever time or on what mission they may be calling. The purchasing agent must be the time or on what mission they may be calling. The purchasing agent must be the judge, but personnel are not relieved from the obligation of courtesy.

All letters, wires, and other types of communications shall be answered or acknowledged promptly.

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

Employees who are not authorized to negotiate purchases will not indicate district preference to suppliers/ contractors for any product or service or source of supply.

Employees who are in a position to recommend purchases and services and sources of supply and/or negotiate with suppliers and contractors will not:

1. Solicit or accept gifts, gratuities, loans, or favors from present or prospective suppliers/ contractors.
2. Perform any work or service for remuneration for a supplier/ contractor except as disclosures of conflict of interest are properly made.
3. Give preferential treatment to friends, relatives, or former district employees.
4. Disclose information about bids or other confidential matters not approved for general release.

Nor will district employees take any other action in relation to suppliers and contractors that will impair their ability to make purchasing decisions in the best interests of the District or that will give one supplier/ contractor an unfair advantage over another. The district's purchasing activity is designed solely to serve the school system. Purchases will not be made through the District's purchasing activity is designed solely to serve the school system. Purchases will not be made through the District or through the schools for individuals.

Cross Ref: Policy HCE Gifts, Bequests, and Grants

**Divide County
School District**

**POLICY ADOPTED: 12/01/1988
POLICY REAFFIRMED: 9/12/2006
POLICY AMENDED**