AUBURN SCHOOL DISTRICT
ENGAGE • EDUCATE • EMPOWER

VENDOR & ETHICS GUIDE

PROTECTING INTEGRITY IN OUR PURCHASING PRACTICES

WHY THIS MATTERS:

Even the appearance of favoritism or personal gain can damage trust - our decisions must be fair, transparent, and free from personal influence.

CONFLICT OF INTEREST (ASD POLICY 5251)

Staff **may not**:

- Participate in selecting, awarding, or administering contracts for businesses where they or their family have a financial interest.
- Receive any **economic benefit** or payment related to district purchases or activities.
- Use school connections, contact lists, or interschool mail to promote personal or outside business sales.
- Supervise, evaluate, or hire family members.
- Buy or profit from district surplus items if they influenced that surplus decision.

If in doubt, disclose it! Contact Purchasing or your administrator before engaging in any outside business activity that might intersect with district work.

GIFTS, MEALS, AND VENDOR RELATIONS (ASD PROCEDURE 6230P)

Vendors and staff should maintain professional boundaries.

Staff **may not**:

- Solicit or accept **gifts, travel, dinners, or entertainment** from vendors.
- Allow vendors to pay for meals, especially during conferences or business events.
- Accept any gift or item over a **de minimis value (**generally under $50 per source, per year).
- Endorse or promote any vendor's product publicly.

Purchasing and Staff Relationships:

- Communications with vendors should route through Purchasing Services, unless technical details require additional input.
- Vendors, contractors, and district employees, should be reminded that the Business Office has the authority to commit expenditure of funds for the district.

All vendor communications should go through **Purchasing** unless specifically delegated.

EMPLOYEE OWNED BUSINESSES (ASD PROCEDURE 6230P)

If purchasing from a business owned by any ASD employee, **you must:**

- Obtain **2-3 competitive quotes** from other vendors. Quotes **must** be for the exact items.
- Submit a Purchase Order for approval. P-cards cannot be used on employee owned businesses

DISCIPLINARY ACTION

Violation of these rules may result in:

- Cancellation of contract.
- Potential penalties in violation of RCW 42.23

REMEMBER: ETHICAL PURCHASING PROTECTS **YOU, THE DISTRICT, AND OUR STUDENTS.**
WHEN UNSURE, ASK FIRST - PURCHASING SERVICES IS HERE TO HELP.

QUESTIONS - CONTACT PURCHASING SERVICES: PURCHASING@AUBURN.WEDNET.EDU