

BP818

## VENDOR RELATIONS

Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment, or service.

Individual schools shall execute a written agreement with vendors for all fund-raisers. The agreement shall include, but is not limited to, the following:

- \*The division of profits that result from the activity;
- \*Payment of sales tax;
- \*Delivery date(s);
- \*Package prices or other charges; and
- \*Scheduled dates of service.

Vendors visiting separate schools shall contact and secure the permission of each principal's office prior to visiting professional staff members. Vendor's visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

All fund-raisers must be approved by the director's designee and must be forwarded to the central office prior to the start of the fund-raiser.

February, 2009