

Non-Instructional/Business Operations

SUBJECT: VENDOR RELATIONS/AGENTS AND SALESPEOPLE IN SCHOOL

All qualified vendors and suppliers shall be provided with an opportunity to supply the School District with necessary goods and services. No vendor shall be extended favoritism by the School District, but each vendor shall be judged on the basis of quality, price and time of delivery.

The Purchasing Agent shall develop and maintain lists of potential suppliers and bidders for the various types of material, equipment, supplies and services required by the School District. A mailing list shall be established for the distribution of specifications and notices or invitations to bid.

Salespeople and agents of firms wishing to sell materials, goods or services shall not be permitted to discuss business propositions with personnel other than the Superintendent of Schools, School Business Manager, District Treasurer, building principals, and other administrative personnel designated by the Board.

Agents and Salespeople in School

All agents and salespeople who come into the schools, must first have an appointment and must report to the Main Office immediately upon entering the school building.

If they wish to see individual teachers they must do so during a teacher's planning period, or after school is dismissed, and then only if they have a building pass.

Teachers who wish to meet with agents or salespeople are not to take time out from their classes to see salespeople or book agents, and must do so during a planning period or after school. They are not to see any agent who did not make a prior appointment and does not have an office pass. All orders must conform to Purchasing Policy and Procedures.

General Municipal Law, § 800 et. seq.