

## PELHAM SCHOOL DISTRICT POLICY DJG – VENDOR RELATIONS

*Category: Optional*

Sales representatives shall not be permitted to call on teachers or other school staff members without authorization from the school building administrator.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that shall not interfere with the educational program.

In all purchasing activities, the District shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment.
5. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

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***District Policy History:***

*Adopted: June 18, 2014*