

Mendocino Unified School District

Business and Noninstructional Operations

Board Policy 3310.2

Reviewed by Board 7/3/79

Revised by Board 1/17/85

Reviewed by Board 12/1/88; 3/14/96

Relations with Vendors

The Board wishes to maintain good working relationships with vendors who supply materials, supplies, and services to the School District. To assist in doing so, the following rules should be observed by everyone dealing with vendors on behalf of the District:

- 1) All vendors and their representative should be treated courteously and all communications answered or acknowledged promptly.
- 2) No solicitations of donations of funds or materials from vendors should be made, however worthy the purpose.
- 3) No purchases shall be made from District employees or board members which would tend to prejudice the judgment of the purchasing agent, influence the direction or operation of the District adversely, or otherwise tend to raise questions of conflict of interest. (cf 9270 - Conflict of Interest)
- 4) No employee shall endorse any product of any kind in such manner as will identify him/her in any way as an employee of the District.
- 5) No employee shall accept gifts, premiums, fees, or other valuable considerations from vendors which might be construed as related to his/her purchasing responsibilities.