

**VENDOR RELATIONS**

All vendors and suppliers shall be provided with an opportunity to supply the school district's needs for goods and services. All contact by vendors and sales representatives with school district personnel shall be made through the purchasing office.

The Purchasing Agent will 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. Any supplier or vendor may be included in the list upon request.

All vendor representatives who visit the school district on legitimate business shall be accorded prompt and courteous treatment. District purchasing personnel shall insist on and expect honesty in sales representations, whether offered verbally or in writing, or by a submitted sample.

Adopted: January 19, 1999