

Business and Non-Instructional Operations

Relations with Vendors

Purchasing personnel shall promptly acknowledge inquiries from supplier's representatives. The district shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor if all other considerations are equal.

The schools shall not solicit funds or materials from vendors. No purchase will be made from an employee of the school district, nor from a member of the immediate household of an employee of the school district.

No purchase, except for public utilities, will be made from a member of the Board of Education nor from a member of a Board member's immediate household, nor from any enterprise in which the Board member holds a monetary or materials interest.

No employee shall endorse any product or services of any type or kind in such manner as will identify him/her in any way as an employee of the district without prior approval of the Board of Education.

The purchasing personnel should visit supplier's places of business whenever possible to acquaint themselves with the product lines carried and with the vendor's ability to serve the district.

The Board of Education wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

No vendors shall be permitted on school grounds without school administration approval.

Legal Reference: Connecticut General Statutes

10-232 Restrictions on employment of board of education members

Policy adopted: October 8, 2002

HAMDEN PUBLIC SCHOOLS
Hamden, Connecticut