

**SECTION 3000
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**BOARD POLICY
BP 3315**

RELATIONS WITH VENDORS

No district employee or Governing Board members shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors. Purchase orders to companies in which district employees or their relatives have a financial interest shall be reviewed and signed by the Superintendent.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 9270 - Conflict of Interest)

This policy does not prohibit the acceptance of materials and-or services which are of use and benefit to the district.

Legal Reference:

EDUCATION CODE

- 60071 Prohibited offers to influence adoption or purchase of instructional materials
- 60072 Acceptance of consideration or inducements by school official
- 60073 Penalties for violation of article
- 60074 Supplying sample copies
- 60075 Receiving sample copies
- 60076 Inapplicability of article; royalties or other compensation of school official for writing or preparing instructional materials; claim of district to royalty

ADOPTED: 9/ 14/77

REVISION/ REDESIGNATION: 10/27/93 (BP 607 - Vendor Relations) Rev. 6/25/97; 3/30/04

**SECTION 3000
BUSINESS AND NON-INSTRUCTIONAL
OPERATIONS**

**ADMINISTRATIVE PROCEDURES
AP 3315**

RELATIONS WITH VENDORS

Vendor Contracts

1. The principal will pre-approve all vendor contracts
2. Any contract will indicate the actual cost of the product to the school and/or the student.
3. All contracts regarding caps & gowns, yearbooks, announcements, photography, rings and food catering services, will be reviewed by the Business Office with final approval given by the Board of Trustees.