

**RELATIONS WITH VENDORS**

**Vendor Visits**

Vendors shall contact the Purchasing Department to arrange for sales presentations. If visits to other departments or school sites are required, arrangements will be made by the Purchasing Department.

**Choice of Vendor**

The Purchasing Department shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery, with past service being a factor if all other considerations are substantially equal.

**Pricing**

The Purchasing Department shall conduct all price negotiations with vendors when necessary.

**Soliciting Funds or Materials**

The Purchasing Department shall not solicit funds or materials from vendors for any purpose or publicly endorse or promote commercial products.

**Substitutions**

Vendors shall not make any substitutions without the approval of the Purchasing Department.

**Exchange**

Vendors or requisitioners shall not make any exchanges without the approval of the Purchasing Department.

*(cf. 3290- Gifts, Grants, and Bequests)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 9270 - Conflict of Interest)*

**Communication**

All communication with suppliers shall be through the Purchasing Department, except in special cases where technical details make it advisable to delegate authority to others. In case of this exception, a copy of all correspondence shall be forwarded to the Purchasing Department.

**RELATIONS WITH VENDORS** (continued)

**Vendors Representatives**

Vendor's representatives shall be referred to the Purchasing Department by other District personnel if direct contact is made with a school or department.

When schools and departments require the assistance afforded by consultants, sales-consultants, sales-engineers or other technical vendor's representatives, such assistance shall be requested through the Purchasing Department.

In interviews with vendors, no one who is not a member of the Purchasing Department shall commit himself/herself by implication or otherwise as the District's source of supply for any product.

*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*