

Board of Education High Point Regional

FINANCES

VENDOR RELATIONSHIPS

All suppliers' representatives shall have a hearing relative to their products. Visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing personnel are not required to put their time absolutely and indiscriminately at the disposal of all salesmen, however frequent or at whatever time, or on what mission they may be calling. The School Business Administrator must be the judge, but s/he is not relieved from the obligation of courtesy.

The Purchasing Department 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.

All letters, wires, and other types of communication bearing on a current transaction shall be answered or acknowledged promptly.

The business office shall conduct all price adjustment negotiations when necessary.

The business office shall not solicit funds or material from vendors, however worthy the purpose.

If it is necessary to contact salesmen regarding special or technical product details school departments should request such visits.

The Board shall not knowingly purchase or contract for supplies, equipment or facilities from a firm in which an official or employee of this district or a member of their family has a principal interest.

No officer or employee shall accept gifts from any individual, group or entity doing, or desiring to do, business with the district.

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All business-related gratuities are specifically prohibited except nominal value advertising items widely distributed.

N.J.S.A. 18A:6-8, 18A:12-2

Date Adopted: 8/30/65
Date Revised: 1/19/76, 3/18/91