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4100 CONTRACTS AND PURCHASING

4135 VENDORS

~~District employees shall not receive visits from sales representatives or from vendors without prior authorization from a school administrator. Vendor sales representatives shall be discouraged from unscheduled contacts in the school without prior arrangements with the appropriate principal or other administrator.~~ **The District reserves the right to deny vendors access to District employees when such vendors or their representatives have not received prior authorization from the appropriate administrator, as designated by the Superintendent.**

Vendor accounts shall be established only through Central Office staff with the prior approval of the appropriate administrator, as designated by the Superintendent.

The Superintendent or his or her designee shall develop written procedures for the establishment and management of vendor accounts and for the authorization of vendor visits to District employees.

The District will accept business and bids from all eligible vendors regardless of race, creed, color, sex, national origin, age or handicap.

- Adoption Date -
- Revised -
- Practice -
- Legal Reference -
- Cross Reference -