

**POLICY RELATING TO BUDGET/FINANCE**

**VENDORS/CONTRACTORS**

*Vendor Relations* - Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.

*Vendor Requirements* - Individuals or companies supplying goods and services to the District must have a regular place of business with a published business address and telephone number, a Tax ID number and billing provided on a standard invoice form.

Contractors will provide evidence of General Liability Insurance in the amount of \$1,000,000 or an amount deemed appropriate by the chief procurement officer, statutory Workers Compensation, and additional coverage as requested by the District.

Circumstances involving procurements from vendors related to School Committee Members, District employees, former employees or other relationships which could be construed as a conflict of interest must be made known to the Procurement Officer in writing prior to the procurement process and prior to any commitments for goods or services.

First Reading: 05/09/95

Second Reading: 05/23/95

WRSDC Policy 4323.3