

Business and Non-Instructional Operations**Expenditures****Relations with Vendors**

The Board wishes to maintain good working relations with vendors who supply materials, supplies and services to the District. The administration shall be encouraged to seek the services of vendors as resource persons in giving demonstrations, speaking at staff meetings and disseminating information on new procedures, new products and programs.

No agent or vendor shall be permitted to canvass students at any time or discuss business propositions with employees during their hours of duty other than with the Superintendent or other central administrative staff member.

Representatives of textbook publishers and other firms selling instructional materials may be permitted to contact employees with the express permission of the building administrator.

The District shall not regularly purchase supplies, materials, or services from a staff member of the District. Neither shall the District regularly purchase supplies, materials, nor services from a member of the Board or from a firm in which the Board member holds a major interest.

Employees of the District will not endorse products or services in such a manner that will identify him/her as an employee of the District.

Legal Reference: **Section 118.12, Wisconsin Statutes**

Policy Approved: **August 21, 1985**

Policy Revised: **April 25, 2016**