

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **DF-AR(3)**  
Adopted: 12/1/93  
Readopted: 3/12/01  
Orig. Code(s): AR 7201

**Contracts/Agreements for Advertising, Services and/or Vending Machine Rights**

District schools may enter into informal agreements with vendors to provide services or products to the school like annuals, pictures, soft drinks and candy without formal approval of the Board. However, when a formal contract is required by a vendor to provide a product or service, the contract must be approved by the Board.

The following procedures must be followed by a school when requesting Board approval for a formal contract with a vendor:

1. The school must provide notice to potential vendors that proposals are being requested for services or products to the school and students within the school;
2. The building principal and district director of business must support the proposed contract;
3. The district's attorney must review and approve all proposed contracts between the school and a vendor before the contract is brought before the Board;
4. The Board must approve all formal contracts with all vendors.