

**Athena-Weston
School District 29J**

Code: **DJG**
Adopted: 11/11/02
Readopted: 8/10/15
Orig. Code(s): DJG

Vendor Relations

The district welcomes business and quotes from all eligible vendors. No favoritism will be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Local vendors will be given the opportunity to submit price quotes on all new equipment, replacement equipment and minor equipment purchases. Employees will record price quotes for these items on purchase orders.

No employee of the district shall receive benefits as a result of conducting business with a vendor.

Personal business will not be transacted with vendors during work hours.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 332.107](#)

Cross Reference(s):

DJ - District Purchasing
DJC - Bidding Requirements
GBI - Gifts and Solicitations
KI - Public Solicitation in District Facilities