

**Warrenton Hammond
School District 30**

Code: **DJG**
Adopted: 9/11/89
Readopted: 10/12/10
Orig. Code(s): DJG

Vendor Relations

The district welcomes business and bids 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 and references being a factor, if other considerations are equal.

Salespeople or agents may not solicit staff members during the scheduled work day. This applies to staff members, if such solicitation results in their realizing income from such transactions.

Use of district premises for meetings with staff members for purpose of selling items, policies etc., must first be cleared with the principal and be scheduled after normal work hours or during a scheduled duty free lunch at the request of the employee.

Principals may allow salespeople or agents, when selling educational products, to contact staff members at times that will not interfere with the educational program. Said approval shall be received prior to contacting staff members.

All advertising, including that for district or community related activities must receive prior approval of the principal.

No employee of the district will receive compensation or gratuities of any kind from any vendor for the sale of supplies or services.

Staff members or salespeople not complying with the regulations outlined herein will jeopardize their continued employment and privilege of doing business in the district, respectively, with the principal notifying the superintendent.

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