VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: **DJG**

VENDOR RELATIONS

Opportunity shall be provided to all responsible suppliers, contractors, or other appropriate businesses to do business with the Vigo County School Corporation. Representatives of entities who desire to do business with the Vigo County School Corporation shall have a hearing relative to their products at a time mutually convenient to the representative and to the appropriate person in the school corporation. Personnel charged with the purchasing function shall not be required to put their time at the indiscriminate use of company representatives. Representatives of sales entities shall limit their visits to purchasing personnel, administrative personnel at or above the level of Assistant Superintendent, or when requested to do so, to other responsible parties as designated by the Superintendent of Schools, or designees.

Conflicts of Interest and Endorsements - The school corporation will not **knowingly** purchase supplies or materials from a staff member of the school corporation, nor from a member of the household of the staff member of the school corporation **unless the individual selling such supplies or materials shall have first timely filed with the Board of Trustees of the Vigo County School Corporation a Conflict of Interest Disclosure Statement.**

Employees of the school corporation will not endorse products or services in such a manner that will identify the person as an employee of the school corporation.

Adoption Date: October 12, 1977; Revised: November 28, 1988; Revised: November 25, 1991

Legal Ref:

Cross Ref: