

## **Section 3000: Fiscal Management**

3730-R Vendor Relations

3730-R

The Director of Purchasing shall authorize demonstrations of equipment by vendors, when necessary.

No Board member or District employee shall accept gifts from any persons, group, or entity desiring to do business with the District; and all business-related gratuities are specifically prohibited except nominal value advertising items widely distributed with a market value of \$100 or less.

Employees shall not endorse products or services in a manner that will identify them with the District. The purchasing department shall not solicit funds from vendors however worthy the purpose.

The Board or Superintendent may give written approval in advance for inspection trips or other informational trips at a vendor's expense.

Samples for evaluation, supplied free of charge by a vendor, may be accepted if:

1. The business office is notified of the acceptance and given a copy of the evaluation report,
2. No pressure, either direct or indirect, is brought on a supplier to provide such samples unless required of all suppliers as a specific provision of a bid or quotation request, and
3. All suppliers are given the opportunity to provide samples for evaluation.

Rules Accepted: June 29, 2009