

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Vendor Relations	Descriptor Code: 2.809	Issued Date: 04/09/15
		Rescinds:	Issued:

1 *General*

2 Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all
3 other considerations are equal.

4 No person officially connected with or employed by the school system will be an agent for, or have
5 any financial compensation or reward of any kind from any vendor for the sale of supplies, materials,
6 equipment or service.¹

7 *Individual Schools*²

8 Schools shall execute a written agreement with vendors for all fundraisers. The agreement shall
9 include, but not be limited to, the following information:

- 10 1. The division of profits that result from the activity;
- 11 2. Payment of sales tax;
- 12 3. Delivery date(s);
- 13 4. Package prices or other charges; and
- 14 5. Scheduled dates of service.

15 Vendors visiting separate schools shall contact and secure the permission of the director of schools and
16 principal's office prior to visiting the school. Vendors' visitations to schools shall not be permitted to
17 interfere with the normal instructional and learning process.

Legal References

- 1. TCA 49-6-2003
- 2. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-32

Cross References

- Visitors to the Schools 1.501
- Advertising & Distribution of Materials in Schools 1.806
- Student Solicitations/Fund-Raising 6.701