

Business

Vendors

1. Relationships with Vendors

- a. The District shall not favor any vendors. Each order shall be placed on the basis of quality, price, delivery, and past service.
- b. No purchase will be made from an employee of the District in excess of \$5,000 in any year.
- c. No purchase in excess of \$15,000 total per year shall be made from a member of the School Board, nor from members of the immediate household, nor from any enterprise in which the School Board member has a private pecuniary interest, except as permitted under Wisconsin Statute 946.13.
- d. The District or its employees shall not be used in any advertisement or promotional materials for any product of any kind in a manner that identifies the District by name.
- e. No employee shall accept any gift from vendors in violation of Wisconsin Statutes. Employees and School Board members have personal responsibility to be aware of applicable Wisconsin Statutes.

2. Vendors' Representatives

- a. The Chief Financial Officer is responsible for establishing the procedures for governing visits by vendors' representatives.
- b. The purchase of equipment, materials and supplies should be based solely on the merits and price of the product and service. Vendors are not permitted to offer additional inducements relating to the purchase of their products. District employees are not permitted to receive such inducements for the District or for their personal gain.

Legal Reference: Wisconsin Statutes § 19.59; § 946.10; § 946.12; § 946.13

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