



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3315
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Business and Non-Instructional Operations

Relations with Vendors

1. Purpose and Scope

Procedures governing relations with vendors and their representatives.

2. Regulation

Agents of the Board shall maintain good working relations with vendors who supply materials, supplies and services to the school district and encourage vendor cooperation to improve service and aid in suggestion of new products.

- A. Personnel shall not extend favoritism to any vendors. Orders are to be placed on the basis of quality, price and delivery with past services a factor if all other considerations are equal.
- B. Agents of the Board shall not solicit funds or materials.
- C. No gratuities, financial or otherwise may be accepted by agents of the Board.
- D. Fair and honest representation is expected from persons or firms with whom it does business. Misrepresentation on the part of a vendor or failure in performance of his/her product shall be considered justification for rejection of a bid or removal from the bidder's list.
- E. Salespersons on campus. Refer to the Huntington Beach Union High School District Purchasing Procedures manual, Section 2.3.
- F. When all other considerations of cost, quality, and service are equal, preference shall be given to suppliers located within the District.

Regulation Adopted: 1-13-87
Revised: 7-12-88
4-27-93