

**PURCHASING PROCEDURES - VENDOR RELATIONS**

The Purchasing Department shall strive constantly to increase its knowledge of new services, materials, products, prices, processes, and sources in manufacturing, and shall keep school site departments informed.

Vendors shall be requested to conduct their business with the Purchasing Department. Calls on other departments or schools will be arranged as necessary by the Purchasing Department.

All suppliers' representatives shall have the opportunity to have their materials, products or services reviewed by the district relative to on their first scheduled appointment. Subsequent visits shall be promptly acknowledged and interviews may be granted, depending upon the circumstances. Purchasing personnel are not required to make their time absolutely and indiscriminately available to all salespeople at whatever time they may be calling. The Director of Purchasing and Warehouse Services will judge the amount of time to be devoted to sales visits.

The Purchasing Department shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price and delivery.

The Purchasing Department shall conduct all necessary price adjustment negotiations.

District staff may review products, materials, or services with vendors, however, the Purchasing Department has the authority to commit the expenditure of funds. Information with regard to prices paid shall be furnished by the Purchasing Department.