

**Contracts**

The fulfillment of the education program is facilitated by the maintenance of a centralized purchasing system. To improve the administrative procedures of this organization and enhance the quality of service it can render to instructional and staff departments, all contacts with potential or approved vendors by employees of the Board shall originate in the purchasing department. Vendors shall be informed that established administrative procedure requires that the buyer responsible for the purchase of the specific commodity, or his or her supervisor, be informed of all contacts at inception.

The purchasing department shall maintain a complete list of approved vendors, file of catalogs, product bulletins, and purchasing aids which shall be at the disposal of all employees of the Board. Material shall be available from this file upon request by contacting the secretary-record clerk who shall be delegated responsibility for its maintenance. Specific information not available in the file will be secured upon request.

Any vendor desiring to present the advantages of his or her product to the ultimate user in the District shall request an appointment which will be arranged by the buyer responsible for purchase of the commodity. Such vendors shall be provided authorization by the business services office to enter Board property.

Vendors not complying with these provisions may be subject to a penalty of removal from the approved vendor list.

Correspondence or information pertaining to item delivery, specifications, receipt of materials, or material quantity or quantities delivered shall be directed to or secured from the purchasing section of the business services department.