

**West Linn-Wilsonville
School District 3J**

Code: **DJG**
Adopted: 12/04/06
Readopted: 1/11/16
Orig. Code(s): DJG

Vendor Relations

Sales representatives of companies doing business or wishing to do so with the district shall present their services, materials or equipment the first time they make a call. Appointments should be made by sales people. District personnel involved in purchasing shall not be required to organize their time solely for the convenience of sales personnel.

The district will not purchase supplies or materials from a staff member of the district, or from a member of the household of the staff member. Neither will the district purchase supplies, materials or services from a member of the Board or from a member of his or her household or from a firm in which he or she holds a major interest.

Employees of the district will not endorse products, services or vendors in any way that will imply district endorsement.

Exceptions to this policy must be explicitly approved by the Board.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 332.107](#)

Cross Reference(s):

DJ - District Purchasing
DJC - Bidding Requirements
GBI - Staff Gifts and Solicitations
KI - Public Solicitations in the District