

SALES REPRESENTATIVES

A. Staff Relations with Vendors

All vendors must have clearance through the building office prior to making any contact with personnel in a building.

1. With the exception of the Activity Fund, all requests for prices or for repair service shall be forwarded to and all purchases shall be made by the director of operational services.
2. Sales representatives shall not be permitted in schools or departments for the purpose of making sales. If it is necessary to contact sales representatives regarding special or highly technical details of their products, schools or departments should request such visits through the office of the principal or the director of business.
3. Sales representatives who wish to present benefit programs (insurance, tax shelters, etc.) to teachers must make arrangements through the director of business. Presentations of these programs to groups of employees shall be voluntary on the part of the employee and shall be held after working hours. No school or administrative time shall be used to advertise unauthorized meetings.
4. Sales representatives are permitted to call upon persons authorized to make purchases for cafeteria.

B. Central Office

Sales representatives may call directly on central office personnel who are authorized to make purchases or who are responsible for recommending purchases.

Approved by Board: April 9, 1981