

VENDOR RELATIONS

Vendors, agents, or sales representatives shall not be allowed to interrupt the delivery of instruction to pupils nor to interrupt the performance duties of personnel who provide support services for the operation of the schools. Only vendors, agents, or sales representatives of firms regularly providing goods and services to the division shall have access to the schools. Exceptions require approval by the Superintendent or his designee.

Building administrators shall be responsible for managing allowable vendor, agent, or sales representative access in their respective buildings.

Agents for tax deferred annuities shall also follow these established guidelines.

Routine procurement of goods and services and contracts is to be approved by purchase order and by direct payment if time does not allow. Vendors shall submit a W-9 form reflecting vendor tax identification information before they can be paid.

Adopted: July 8, 2008

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

Cross Refs.: DJ Purchasing Procedures for Goods and Services
DJ-R Department Procedures for Purchasing
DJA Purchasing Authority