

VENDORS

It is the policy of the Colcord Board of Education that the following shall apply to vendor relations and purchasing:

1. All vendors must contact the superintendent for business management for approval prior to calling on any schools.
2. The purchasing department shall conduct all price adjustment negotiations when necessary.
3. Visitation to suppliers shall be a part of the purchasing agent's practice.
4. Activity fund purchases must be requisitioned through the sponsor with the approval of the principal or athletic director.
5. Purchasing procedures must be in accordance with the rules and regulations of the purchasing department.