

# Sales/Vendor Relations

# Policy #672.4

## Waunakee Community School District

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Representatives of entities doing business with the Waunakee community School District, or desiring to do business with the District, shall receive a hearing relative to their products the first time they call. Subsequent visits shall be acknowledged and interviews granted or not, depending on the circumstances. Representatives of business firms shall limit their visits to members of the administrative staff or their appointment agents.

The District shall not regularly purchase supplies or materials from a staff member of the district. Neither shall the District regularly purchase supplies, materials, or services from a member of the Board or from a firm in which he/she holds a major interest.

Employees of the District shall not endorse products or services in such a manner that will identify him/her as an employee of the District.

Sales representatives shall not be permitted to contact personnel for the purpose of making sales or demonstrations, except by special permission of a member of the administrative staff.

School principals may grant permission to sales representatives of educational products to see a member of the school staff at times that will not interfere with the educational program.

Legal Ref.: Sections 19.59 Wisconsin Statutes  
118.12

Cross Ref.: 165.1, Conflicts of Interest  
524, Staff Conflicts of Interest  
850, Sales and Solicitations on School Premises

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