

## **Business and Noninstructional Operations**

### **RELATIONS WITH VENDORS**

No district employee or Board of Trustee member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all a part of their public relations programs.

District employees who work for or serve as consultants for potential vendors, shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)  
(cf. 9270 – Conflict of Interest)

This policy does not prohibit the acceptance of materials and/or services which are of use and benefit to the district.

(cf. 3290 – Gifts, Grants and Bequests)

*Legal Reference:*

EDUCATION CODE

60071 Prohibited offers to influence adoption or purchase of instructional materials

60072 Acceptance of consideration or inducements by school official

60073 Penalties for violation of article

60074 Supplying sample copies

60075 Receiving sample copies

60076 Inapplicability of article; royalties or other compensation of school official for wiring or preparing instructional materials; claim of district to royalty

Policy Adopted: 2/15/07

ORCUTT UNION SCHOOL DISTRICT  
Orcutt, California