



NEPN Code: DJG/STI

## **Policies and Regulations**

### **Fiscal Management**

#### **Vendor Relations**

##### **Vendor Relations with District**

Southeast Technical Institute wishes to maintain good working relations with vendors who supply materials, supplies and services to STI. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

STI shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal.

Vendors have no obligation to contribute to solicitations from schools.

No purchase will be knowingly made from an employee of STI, nor from a member of the immediate household of an employee, unless, a minimum of three competitive quotes are obtained and the purchase is approved by the Purchasing Supervisor or designee.

No purchase will be made from a member of the Board or from a member of his/her immediate household, or from any enterprise in which he/she holds a substantial interest other than public utilities, except as provided by law.

No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of STI.

Suppliers are encouraged to submit information about their products to the purchasing supervisor. The purchasing supervisor will meet with vendors to discuss their products as time and schedule allow.

##### **Vendor Relations with Schools/Students/Staff**

No agent or salesperson shall be permitted to discuss business propositions, to distribute business propositions, or to canvass students and/or employees on STI property unless approved by the President or a designee. No approval shall be granted that is not in compliance with Policy/Regulation KHBA/STI KHBA-R/STI.

Suppliers, contractors and others doing or seeking to do business with STI shall be discouraged from giving gifts to employees. Any employee receiving an individual gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall

report such gift to the business manager where a record of such gifts shall be maintained.

Legal Reference:	SDCL 5-18A	Public Agency Procurement – General Provisions Awarded on Competitive Bids
	13-20	School District Purchases and Contracts
	13-20- 2.1	Interest of school district officer or employee in sale of school equipment as misdemeanor - Exceptions
	6-1-1	Local officer's interest in public purchase or contract unlawful-contract void
	6-1-2	Conditions under which contract with local officer permitted--Contracts voidable if conditions not fully met

**RELATED POLICIES:**

- DJE/STI – Bidding Procedures
- DJEA/STI – Deposit and Performance Bond Requirements
- DJF/STI – Local/Competitive Purchasing
- KHBA/STI KHBA-R/STI – Commercial Activities

Policy	Board Action	(formerly 3313, 3313.1 and 3313)
adopted:	05-28-68	13052
amended:	10-25-93	27458.2d
amended:	03-11-85	21978
amended:	08-14-95	28225
amended:	02-09-98	28986
amended:	01-09-06	34304
amended:	05-12-08	35048
amended:	11-24-08	35220
reviewed:	04-14-11	36027
reviewed:	01-14-13	36536