

ADMINISTRATIVE REGULATION

No. 606(d)

Board of Trustees Douglas County School District

FINANCES

VENDOR GUIDELINES:

The Douglas County School District reserves the right to determine when and how representatives of vendors are received by its employees. However, in all instances, vendor representatives are to be treated with courtesy and fairness. Vendors who transact business with the Douglas County School District will be dealt with equally, and in a manner that ensures conformance with good business practices, professional ethics, and the requirements of law.

All prospective bidders shall be given identical information. The specifications, terms and conditions of all bids and quotations will be prepared in a language familiar to the trade and in a manner that will encourage competitive bidding.

No member of the Board, District employee, or authorized representative of the Board or District shall accept gifts or commissions from any individual, group, or entity doing or desiring to do business with the District. All business-related gratuities to Board members, District employees, or authorized representatives of the Board or District are specifically prohibited except widely distributed advertising items of nominal value.

[See Policy related to this Administrative Regulation](#)

Date Adopted: 8/10/10