

**VENDORS**

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

1. All vendors must contact the assistant 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.
5. Purchasing procedures must be in accordance with the rules and regulations of the purchasing department.

**CROSS-REFERENCE: Policy 6115 Purchasing and Distribution**

*Adoption Date: November 13, 2000*