

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 2.809 Vendor Relations
Issued Date: 07/26/99
Rescinds:
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Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

Vendors visiting separate schools shall contact and secure the permission of the director of schools' office and each principal's office prior to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

No person officially connected with or employed by the school system will be an agent for, or have and financial compensation or reward of any kind from any vendor for the sale of supplies, materials equipment or service.¹

Schools shall execute a written agreement with vendors for all fundraisers.² The agreement shall include, but not be limited to, the following information:

- The division of profits that result from the activity;
- Payment of sales tax;
- Delivery date(s);
- Package prices or other charges; and
- Scheduled dates of service.

Legal References:

1. [TCA 49-6-2003](#)
2. [TISUAPM Section 4, Title 8](#)

Cross References:

[1.501 Visitors To the Schools](#)
[1.806 Advertising and Distribution Of Materials In Schools](#)
[6.701 Student Solicitations/Fundraising Activities](#)