



# 3313 B

## Vendor Contacts

### **Regulation 3313 B**

Original Adoption: 04/25/1967  
Revision Dates: 10/09/1973, 05/26/2009  
Review Dates: 08/08/2014

Effective Date: 05/27/2009

### **I. PURPOSE**

The purpose of this regulation is to establish the proper contacts for all vendors seeking to buy or sell supplies, materials or services to or from the District or any of its schools or departments, and for all employees seeking to source or make purchases with District funds.

### **II. GENERAL STATEMENT OF REGULATION**

- A. The Superintendent designates the Purchasing Department as the district department responsible for procurement, sales and vendor contacts. Vendor representatives shall make contacts with the Purchasing Department only.
- B. Any District employee, including principals and site administrators who are approached by any vendor shall refer all such contacts to the Purchasing Department.
- C. All new vendors shall be established through the Purchasing Department vendor sourcing process.
- D. Employees other than the purchasing department are not authorized to enter into negotiations or consultation regarding purchase or sale of goods or services for purchases in excess of \$5,000.00 (Five Thousand Dollars), unless authorized to do so by the purchasing department staff. For purchases of Five Thousand Dollars (\$5,000.00) or less employees other than the Purchasing Department may enter into negotiations or consultation regarding purchase or sale of goods or services when no district authorized vendor has been established for the good or service.
- E. The Purchasing Department may authorize a vendor representative to contact an individual school, administrator or committee. Such authorization shall be for a specific:
  - 1. Time period; and
  - 2. Product or product line, and, or
  - 3. Service or services.
- F. Final vendor choice for sales or purchases shall be the joint responsibility of the purchasing department and the department, school, or budget supervisor of the budget to be used for the purchase or sale.

#### ***Legal References:***

Minn. Stat. §123B.20 (Dealing in School Supplies)

#### ***Cross References:***

MPS Policy 3300 (Purchasing)



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MPS Policy 3310 (Business Partner Diversity)

MPS Policy 3313 (Vendor Relations)