



Department: Finance
Policy Number: PUR-A002
Effective Date: 8/10/04

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SALES CALLS AND DEMONSTRATIONS

Principals establish times when salesmen can present their products. All vendor representatives calling upon the various schools will receive approval from the principal/designee before selling products on the school premises.

Vendors calling on other personnel will receive approval from the immediate supervisor, department head, or Purchasing Office before presenting their product.

In cases where vendors are using the Board's name or other school personnel's name, the employee should ask for a written statement of authorization from those persons to show their products or they should call the Purchasing Office to verify approval.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/10/04		Initial Release
10/5/15		Reviewed, updated logo

***** End of Policy *****