

## FISCAL MANAGEMENT

File: DJG-R

### VENDOR RELATIONS

1. No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students unless otherwise provided herein.
2. Any person/persons found soliciting goods or services to students and employees in the schools or on school property during school hours will be subject to legal action.
3. Vendors will not be permitted to make appointments with individual Charlottesville City School Board employees without the permission of the principal and/or the Superintendent or designee.
4. Authorization is required by the Superintendent or designee for any demonstration or presentation by a vendor.
5. Authorization is required by the Superintendent or designee for any trial of products for employees in the school division.
6. No Charlottesville City Schools employee who is in a position to procure goods and services for the division may accept any gift or consideration from a vendor beyond a minimal value without an exchange that is substantially equal to or greater than the value of the gift.
7. No Charlottesville City Schools employee in a responsibility for procurement may accept employment from a vendor who worked with the employee in an official capacity prior to terminating employment with CCS for at least one year.
8. Any employee who terminates employment with CCS and wishes to engage in employment with a vendor less than one year of the termination shall provide a written notice to the Superintendent or designee with a request for release from this regulation.

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Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-293 (B-D)  
11-75, 11-76, 11-77, 11-78

Cross Reference: KI Public Solicitations in the Schools