

POLICY TITLE: <b>Vendor Sales to Students</b>		
ADOPTION/EFFECTIVE DATE: <b>December 8, 2014</b>	MOST RECENTLY AMENDED	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>06-School Management</b>		

### I. Purpose

The purpose of this policy is to set forth criteria relating to the sale of merchandise or services by vendors directly to students on school grounds.

### II. Definitions

A. Vendor means an individual or organization other than Harford County Public Schools (HCPS) excluding organizations directly affiliated to the school, such as PTA, PTO, and booster clubs, which a school permits to sell a service or merchandise directly to students during the school day on school grounds.

### III. Statement of Policy

A. Only items or services set forth below may be sold directly to students by vendors.

1. School pictures which will appear in the school yearbook.
2. School yearbook.
3. Photography for school pictures.
4. Graduation items.
5. Class rings.
6. Other items as may be approved by the Principal.
7. Other items as may be approved by the Executive Director.

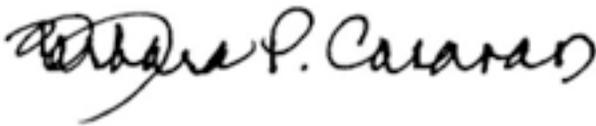
B. The principal of the school shall seek price quotations from three or more vendors regarding the sale of any of the above listed items or services.

C. The principal shall seek such price quotations in a fair manner providing any interested party an equal opportunity to submit a price quotation based

on a request for price quotation prepared by the principal which sets forth the relevant requirements for the item or service.

- D. Principals shall award contracts to the responsible vendor that provides the lowest responsive quote.
- E. No vendor contract shall exceed two years.
- F. Only the principal shall enter into a contractual relationship with a vendor.
- G. The principal shall maintain a record of the request for price quotation and all quotes received for a period of three years.
- H. The principal is charged with ensuring that all vendors conduct business in a commercially reasonable manner and without pressure sales tactics.

Board Approval Acknowledged By:



Barbara P. Canavan  
Superintendent

Policy Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 12-08-2014		

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME Jennifer Birkelien	JOB POSITION OF LAST EDITOR/DRAFTER Internal Auditor	
PERSON RESPONSIBLE: Patrick P. Spicer, Esquire	JOB POSITION OF PERSON RESPONSIBLE. General Counsel	
DESIGNEE NAME	JOB POSITION OF DESIGNEE	
REFERENCE 1 TYPE	REFERENCE 1 NO	REFERENCE 1 DESCRIPTION
REFERENCE 2 TYPE	REFERENCE 2 NO	REFERENCE 2 DESCRIPTION
REFERENCE 3 TYPE	REFERENCE 3 NO	REFERENCE 3 DESCRIPTION
REFERENCE 4 TYPE	REFERENCE 4 NO	REFERENCE 4 DESCRIPTION
REFERENCE 5 TYPE:	REFERENCE 5 NO	REFERENCE 5 DESCRIPTION
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005:		