

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this district has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor will seek, in writing, from the superintendent, a clarification of this policy stating the transaction at issue. The employee's exact relationship to the business or vendor will be identified and disclosed fully in writing.
2. Upon written clarification from the superintendent, which will include written specifications to be followed in advertising for bids, the affected business or vendor may submit a bid in compliance with the specifications outline by the district.
3. The interested employee will not be involved in any part of the bidding process, including, but not limited to, preparing specifications, advertising, analyzing, or accepting bids.
4. It will be the duty of each employee, to the best of his or her knowledge and belief, to disclose in writing to the superintendent his or her financial or ownership interest in any business or other purchase arrangement with the district.
5. This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

District employees who have discretionary responsibilities regarding contracts, purchases, payments, claims or other pecuniary transactions may not solicit, accept or agree to accept any pecuniary benefits from any person or firm known to be interested in such transactions. This policy does not apply to trivial benefits not to exceed the value of fifty (50) dollars incidental to personal, professional or business contacts and involving no substantial risk of undermining official impartiality.

No employee will receive gifts, prizes, awards, or merchandise, or commission (greater than the value of fifty (50) dollars) as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of the district.

No employee will use his knowledge of special information to solicit funds or to sell products to pupils or adults.



LEGAL REFERENCE:

Idaho Code Sections

18-1351, *et seq.*

59-701, *et seq.*

FIRST READING: April 14, 2003

ADOPTED: May 12, 2003

REVISED: August 11, 2003