

No employee shall make any purchase or incur any obligations for 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 shall be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor shall 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 shall be identified and disclosed fully in writing.
2. Upon written clarification from the superintendent, which shall 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 shall not be involved in any part of the bidding process, including, but not limited to preparing specifications, advertising, analyzing, or accepting bids.
4. It shall 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 shall apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee shall receive gifts, prizes, awards, merchandise, or commission as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of the district.



LEGAL REFERENCE:
Idaho Code Sections
18-1351 *et seq.*
59-701 *et seq.*

ADOPTED: July 8, 1996