



Administrative Regulation 3313

VENDORS

Responsible Office: Office of Business & Financial Services

REGULATION

1. Vendors who transact business with the Washoe County School District will be dealt with equally and in a manner that ensures conformance with good business practices, professional ethics, and the requirements of law.
 - a. All prospective bidders shall be given identical information.
 - b. The specifications, terms and conditions of all bids and quotations will be prepared in a language familiar to the trade and in a manner that will encourage competitive bidding.
2. No member of the Board or any of its employees shall accept any commission, expense paid recreational trip, or anything of material value from any individual, company, partnership, corporation, or any organization supplying or seeking to supply equipment, supplies or services to the district for any purpose except those minor items of nominal value (no more than \$10) that are widely distributed by the individual, company, etc., as part of a public relations or advertising program.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future.
2. This regulation aligns with the following District governing documents:
 - a. Board Policy 3313, Vendors
 - b. Board Policy 3313.1, Local Purchasing
 - c. Administrative Regulation 3313.2, Vendors Representative
 - d. Administrative Regulation 4111.4, Ethical Standards.
3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 281A, Ethics in Government.
4. This regulation aligns with Nevada Revised Statutes (NRS) Chapter 332, Purchasing: Local Governments.

5. This regulation aligns with Nevada Revised Statutes (NRS) Chapter 386, Local Administrative Organization.

REGULATION HISTORY

Date	Revision	Modification
9-25-1984	1.0	Adopted
5-12-1992	2.0	Revised
11-11-1997	3.0	Revised