



Administrative Regulation 3313.2 VENDORS' REPRESENTATIVE

Responsible Office: Office of Business & Financial Services

REGULATION

1. All persons representing vendors, who wish to deal with the school district's Purchasing Department, will be received during business hours on Tuesday, Wednesday and Thursday of each week and will be extended business courtesies in an equal manner by all Purchasing Department personnel. Appointments will be honored or the representative will be given advanced notification of any cancellation or change.

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 governing documents of the District:
 - a. Board Policy 3313, Vendors
 - b. Administrative Regulation 3313, Vendors

REGULATION HISTORY

Date	Revision	Modification
9-15-1984	1.0	Adopted
11-11-1997	2.0	Revised