



Nye County School District

Board Policy

3670

PROCUREMENT CODE OF CONDUCT

PURPOSE: To establish ethical and legal standards for Nye County School District procurement, ensuring purchasing decisions are fair, transparent, and conflict-free.

RESPONSIBLE OFFICE: Chief Operating Officer/Designee

Nye County School District (NCSD) will expect the following conduct of all persons who are engaged in the awarding and administration of contracts:

1. Suppliers of goods and services are important to NCSD. Their representatives will be given a courteous reception.
2. It is essential that the functions of pricing and supplier/contractor selection be carried out objectively and ethically.
3. Employees who are not authorized to negotiate purchases will not indicate NCSD preference to supplies/contractors for any product, service, or source of supply.
4. Employees who are in a position to recommend purchases, services, and sources of supply and/or negotiate with suppliers and contractors will not:
 - a. solicit or accept gifts, gratuities, loans, or favors from present or prospective suppliers/contractors;
 - b. perform any work or service for remuneration for a supplier/contractor unless disclosures of conflict of interest are properly made;
 - c. give preferential treatment to friends, relatives, or former NCSD employees;
 - d. disclose information about bids or other confidential matters not approved for general release.
5. Nor will NCSD employees take any other action in relation to suppliers and contractors that will impair their ability to make purchasing decisions in the best interests of NCSD or that will give one supplier/contractor an unfair advantage over another.

NCSD'S purchasing activity is designed solely to serve the school system. Purchases will not be made through NCSD or through the schools to benefit individuals.



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Conflict of Interest

No employee, ~~officer~~ Board Member, or agent will purchase or establish a contract if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

1. the employee, ~~officer~~ Board Member, or agent;
2. any member of the immediate family;
3. his/her partner;
4. an organization which employs or is about to employ one of the above.

Sales Calls and Demonstrations

Sales representatives are not permitted to call on the staff members without authorization from the school administration. School principals or the Superintendent/Designee may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Gratuity

Employees, ~~officers~~ Board Members, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Disciplinary action will be applied for violations of such standards by ~~officers~~ Board Members, employees, or agents of NCSD. The level of discipline will depend on the nature of the violation.

REVISION HISTORY

Date	Revision	Reviewed	Modification
April 9, 1997	1.0		Adoption
February 4, 2020	2.0		
February 4, 2020		3.0	
September 17, 2026	4.0		Amendment: Updated "Officers to "Board Members"