

PROPOSED REVISION



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MANAGEMENT SUPPORT

Relations with Vendors

Conflict of Interest

Financial and business transactions of the district will conform to the law and be consistent with sound and ethical business practices. The district will make purchasing decisions based on objectivity and shall not be influenced by friendships or other personal relationships. Neither board members, administrators, nor staff will solicit or accept a gift or favor from vendors, prospective vendors, other firms, or individuals who have had or hope to have transactions with the district. Board members, administrators, and staff members are prohibited from financial interests in any district purchase, sale, or other transaction.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Interlocal Cooperation

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to [2 CFR 200.318\(e\)](#) and the Interlocal Cooperation Act, [Chapter 39.34 RCW](#). Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

Third-Party Receipting for Online Fundraising and/or Ticket Sales

If the district contracts with a vendor, firm, individual, or other entity for third-party receipting, the district will include in its contract appropriate provisions establishing the details of the payment remittance process in accordance with the Washington State Auditor's Guidance for Third Party Receipting.

Cross references: [Board Policy 1610](#)
[Board Policy 5215](#)

Conflicts of Interest
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Legal references: [RCW 42.23.030](#)
[RCW 42.23.040](#)
[RCW 39.58.080](#)

Interest in contracts prohibited—Exceptions
Remote interests
Deposit of public funds in public depository required—Deposits in institutions located outside the state

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[RCW 43.09.240](#)

Local government accounting—Public officers and employees—Duty to account and report—Removal from office—Deposit of collections

[2 CFR § 200.318](#) (c)(1)

General procurement standards

Adopted: November 21, 1980
Revised: March 6, 1995
Updated: July 1999
Updated: June 2001
Updated: March 2012
Revised: May 28, 2013
Updated: February 2018
Revised: April 9, 2019
Updated: February 2020
Revised: February 9, 2021
PROPOSED: January 2022