

Administrative Directive Title: Solicitations by Vendors	AD Number: 2.809.1	Adopted: August 2015 Former Descriptor: FM11
Policy References: Board Policy 2.809 – Vendor Relations	Revised: 11/24	

- 1 Vendors shall not solicit or contact students, teachers, or other school-based employees during the
- 2 school day or normal working hours unless authorized to do so.

- 3 Any vendor who has not been approved shall be directed to the office of the Director of Schools
- 4 to seek approval. When the vendor receives his/her approval, a letter will be sent to each principal.
- 5 Principals shall keep letters of approval on file in their office for future reference.

- 6 If at any time a representative fails to cooperate with the principal or adhere to the guidelines, the
- 7 principal is to notify the office of the Director of Schools immediately. Vendors failing to comply
- 8 with these guidelines, or the policies and procedures of the Board, may be prohibited from
- 9 accessing the building.

Legal References
Tennessee Internal School Funds Manual, Section 4-35