

No employee will make any purchase or incur any obligations for or on behalf of the Idaho Arts Charter School from any private business or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of IACS has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, or the vendor will seek, in writing, from the Administrator, a clarification of this policy stating the transaction at issue. The employee's exact relationship to the business or vendor will be identified and disclosed fully in writing.
2. Upon written clarification from the Administrator, which will include written specifications to be followed in advertising for bids, the affected business or vendor may submit a bid in compliance with the specifications outline by IACS.
3. The interested employee will not be involved in any part of the bidding process, including, but not limited to, preparing specifications, advertising, analyzing, or accepting bids.
4. It will be the duty of each employee, to the best of his or her knowledge and belief, to disclose in writing to the Administrator his or her financial or ownership interest in any business or other purchase arrangement with IACS.
5. This policy will apply to any organization, fund, agency or other activity maintained or operated by IACS.

No employee will receive gifts, prizes, awards, or merchandise, or commission as a result of ordering any items secured as a result of placing any purchase order with a vendor on behalf of IACS.



LEGAL REFERENCE:

Idaho Code Sections
18-1351, *et seq.*
59-701, *et seq.*

ADOPTED:

August 8, 2011

AMENDED: