

## **PURCHASING AND CONTRACTING CODE OF CONDUCT**

Purchasing in RSU 13 is the responsibility of administration. All purchase orders and contracts for goods and services shall be signed by an administrator in keeping with the District policies and procedures.

### **Conflict of Interest**

All administrators of RSU 13 shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. Contracts for the purchase of goods or services shall be free from conflict of interest. No administrator with a conflict of interest in a proposed transaction shall participate in the selection, award, or administration of a contract pursuant to the transaction.

### **Definition**

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

### **Conflict of Interest Disclosure**

Administrators with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent of Schools who will investigate the circumstances of the transaction. The Superintendent of Schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict or interest. If the Superintendent of Schools determines that the proposed transaction is in the best interest of RSU 13 and is fair and reasonable, he/she may proceed with the transaction. In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school board will investigate and make a determination regarding the transaction.

### **Violations**

Violations of this policy shall be addressed in accordance with state regulations and employment contracts.

Legal Reference:       EDGAR Part 74 Title 34--Administration of Grants and Agreements  
                              EDGAR Part 80 Subpart C, Section 80.20, 80.36  
                              DOE Administrative Letter 6-9/18/2006-NCLB Fiscal Compliance

Approved: 5/28/09