## **Business/Non-Instructional Operations**

## Access of Vendors to CREC Employees and School Staff

Commercial solicitation of CREC employees and school staff members by any vendor or soliciting organization is not permitted.

In the event that a CREC employee or school staff member is solicited by a vendor, either by phone, mail or e-mail, the vendor should be directed to CREC's Purchasing Department. That will allow CREC Purchasing Department to properly capture the information of interested vendors and add them to our bidding database for future opportunities to do business for CREC.

No negotiations or commitments for business shall be made to any vendor outside of CREC's purchasing procedures.

Policy adopted:

Revised: April 20, 2022

CAPITOL REGION EDUCATION COUNCIL Hartford, Connecticut