

Section 4000 – Business Management

4005 Employee Conflict of Interest - Purchases

4005

Employees shall not have a direct financial interest in District purchases, or benefit directly from any financial transaction with the District, except for specialized services in an amount less than \$500 upon approval of the Superintendent or designee.

Purchases of, or use of District property, materials, or personnel by employees shall be accomplished in accordance with good business practices, and within the framework of applicable laws, regulations, and Board policies.

The Superintendent and his/her cabinet and any other administrator deemed by the Superintendent to be in a position to influence the purchase of any goods or services, shall annually, or if changes occur, sign and file a conflict of interest disclosure document.

Refer also to Board Policy 3610 – *Purchasing Goods and Services*

Approved: June 29, 2009

Revised: April 10, 2017

LEGAL REF: MCL 15.322-323