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**Subject: VENDOR RELATIONS**

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1. Vendors' past performance shall be a factor if all other considerations are substantially equal. Vendors shall not be considered where any person officially connected with, or employed in, the BOCES is an agent of such vendor or be in any way (other than in his/her official capacity with the BOCES) financially interested in the sale or purchase involved with such vendor.

2. Charge accounts with local vendors shall be used only in circumstances pre-approved by the Executive Director and subject to the requirements of BOCES policy.