

KNOX COUNTY SCHOOLS SUPPLEMENTAL VENDOR RULES

Vendors must have a current letter from Knox County Schools with their name on it stating they have been given permission to contact the schools. Vendors must sign a new application and a new set of rules each school year. Applications are taken August 1 through May 31 each year. Applications may be mailed to Employee Benefits, P.O. Box 2188, Knoxville, TN 37901 or they may be faxed to 594-3737. Any questions should be directed to Rebecca Owens at 594-1686.

1. Vendors are not allowed to drop in at a school. Principals are very busy and do not want to see anyone without an appointment.
2. A principal has the final word on whether or not a vendor can come into his/her school.
3. No one is allowed to go to classrooms or other areas, wander the halls or disturb any staff members without permission from the principal.
4. Vendors must set up in the designated room which is decided at principal's discretion. The vendor must schedule a room with the principal in advance.
5. The company should provide a flyer announcing a voluntary meeting.
6. Any flyers must indicate they are not endorsed by Knox County Schools.
7. Vendors cannot interrupt instruction or class time.
8. Vendors must obtain permission to enter the school from the principal or his designee before distributing information or contacting employees.
9. Vendors may not distract employees or pull staff especially custodians off their duty.
10. Vendors must schedule the date & time they will be at a school through the office.
11. Vendors are responsible for copies of any material they hand out to employees. Vendors cannot ask staff members to run copies for them. Vendors must get permission from the principal before they distribute any material.
12. Vendors must have a vendor application on file with the Employee Benefits Office.
13. If the company for which the vendor works, changes names, the vendor must notify Employee Benefits in writing of the changes within thirty days of the change.
14. In order to go into the schools and transact business, there must be a local agent with a local telephone number and a local address. If this information changes, the changes must be sent to Employee Benefits in writing within thirty days of the change.

15. Vendors must comply with the rules for signing in and out at each location.

16. Vendors must comply with any additional rules provided by the principal.

Agent Name _____
Please print or type

Company Name _____ Phone Number _____

Agent Address _____
Street Address City/State Zip

E-mail _____ Fax Number _____

I agree to abide by the rules listed above and any additional rules established by Knox County Schools. I further understand if either my company or I violate any of the above rules that I may have my privileges to conduct business with Knox County Schools revoked. This may include loss of the payroll slot.

Agent Signature _____ Date _____