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BSD Policy F24

BURLINGTON SCHOOL DISTRICT POLICY
CODE F24: PREVENTION OF CONFLICT OF INTEREST IN PROCUREMENT

Policy

It is the policy of the Burlington School District (BSD) that all purchasing and contracting comply with state and federal laws. No employee, officer, or agent of Burlington School District may participate in the selection, award, or administration of a purchase or contract if that person has a real or apparent conflict of interest.

Definitions

Conflict of interest – a conflict of interest arises if an employee, officer, agent, immediate family member, partner, or an organization which employs or is about to employ any of the parties indicated herein, has a direct or indirect financial or other interest in, or a tangible personal benefit from a vendor considered for a purchase or contract.

Administrative Responsibilities

1. The superintendent or designee shall develop written procurement procedures consistent with state and federal laws and regulations.
2. Any employee, officer, or agent with a real, perceived, or apparent conflict of interest shall notify the superintendent of the conflict and not participate in the selection, award, or administration of the purchase or contract at issue.
3. An employee shall not solicit or accept any favor, gratuity, or anything of monetary value from such vendors which exceeds a \$50 value.
4. BSD must take disciplinary action against any employee, officer or agent who violates this policy. Such disciplinary action shall be in accordance with the procedures in BSD personnel manual and/or collective bargaining agreement.

BSD Version:	BSD F24 Policy
Date Warned:	11/28/25
First Reading:	12/2/25
<i>Second Reading:</i>	<i>February 3, 2026</i>
<i>Date Adopted:</i>	<i>February 3, 2026</i>
Legal Reference(s):	2 CFR §§200.317 – 327; 2 CFR §200.318 (addresses conflict of interest)
<i>Cross Reference:</i>	<i>VSBA Policy F24</i>