

Clackamas Education Service District

Procedure Code: **OP-018**
Revised/Reviewed: 6/3/2010

Sales and Solicitations

GENERAL DESCRIPTION: This procedure pertains to sales and solicitations for CESD-sponsored activities as well as those external to the organization.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY: Board Policy KI – Personal Solicitation; Board Policy GBC – Staff Ethics

PROCEDURAL STEPS:

CESD-Sponsored/Employee-Sponsored Activities

OVERVIEW: CESD supports those activities which strengthen and enhance CESD programs and services. All activities require approval prior to implementation. An annual review of fund raising or profit activities will be completed by Cabinet at the beginning of the fiscal year.

1. Requester shall obtain prior approval from Cabinet to conduct the fund-raising activity.
2. If approved, requester shall work with the Chief Financial Officer (CFO) or designee on the procedure to collect monies and forward to the Fiscal Services Office to ensure separate internal controls.
3. The CFO or designee will provide the requester with an accounting report of cash collected.
4. All purchases of materials, equipment, and services from collected monies shall be processed according to Procedure FS-017 (Requisitions).

External Activities (e.g., employees or others selling goods or services)

OVERVIEW: Direct solicitation is prohibited. Direct solicitation includes the use of CESD e-mail, mail, or the courier system. Sale of items shall not interfere with work time. Those activities approved will be limited to a specified location as determined through the approval process. An annual review of fund raising or profit activities will be completed by Cabinet at the beginning of the fiscal year.

1. Requester shall obtain prior approval from Cabinet to conduct the fund-raising activity.
2. If approved, Cabinet will determine the duration and location of the activity.

3. If the activity requires use of space, the facility use rate will be charged accordingly.
4. The superintendent or designee will be notified of any unauthorized activities.