
Subject: VENDOR RELATIONS

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 Rocky Mountain Risk Insurance Group is an agent of such vendor or be in any way (other than in his/her official capacity with the Rocky Mountain Risk Insurance Group) 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 Rocky Mountain Risk Insurance Group policy.