**GUILDERLAND**

**6705-E**

 **APPAREL PURCHASING POLICY - EXHIBIT**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Vendors Providing Apparel to the Guilderland Central School District

From: Neil T. Sanders, Assistant Superintendent for Business

Re: Purchasing Policy Requirement Regarding Purchase Order #\_\_\_\_\_\_\_\_\_\_\_\_

Attachedis a copy of the Guilderland Central School District "*Apparel Purchasing* *Policy #6705*." Please review such policy and return a signed copy of this memo indicating that you are in full compliance with such policy. In the event that this is not returned, the attached purchase order will not be valid and as a result withdrawn.

If you have any questions related to this matter, please do not hesitate to contact me at (518) 456-6200 extension 0125.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Apparel Purchasing Policy Certification

By my signature below, I hereby certify that the standards set forth in the Guilderland Central School District Board of Education policy related to the purchase of apparel are all met and the labor standards applicable to the manufacture of the apparel, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor do not perpetuate the operation of illegal garment sweat shops in either the United States or abroad.

Vender Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return the signed Certification Statement to: Mr. Neil T. Sanders, assistant superintendent for business, Guilderland Central School District, P.O. Box 18, 8 School Road, Guilderland Center, NY. Certification must be received before any payment will be made for the order.

Reviewed December 6, 2004

Reviewed January 18, 2011

Reviewed April 12, 2016