

## **BURLESON I.S.D. Administrative Procedures**

### **Vendor Visits to Campuses – (investment accounts, 403b, etc)**

The District does not recommend or endorse any company (vendor) or agent(s). The selection of the investment company is based on your choice. The vendors and agents must complete the District's paperwork and handle all issues with National Benefits Supervisor (our third party administrator).

The District's policy allows for you to meet with your representative on an appointment basis.

Agents are not allowed to come on campus without an appointment. The school principal must approve the solicitor's visit in advance when an appointment is scheduled.

### **Vendor guidelines**

1. Prior Permission from Superintendent

Dr. Bret Jimerson, Superintendent  
1160 SW Wilshire Blvd.  
Burleson, Texas 76028  
Phone – (817) 245-1000

2. Superintendent's office will notify campus / vendor of decision by written permission letter.
3. Vendor will take signed permission letter to campus for verification.
4. Visits will be left to the approval of each Principal.
5. All visits require a prior appointment set with employee.
6. Visits will be conducted before or after class day.
7. If visit is cancelled, materials cannot be place in teacher's mailbox.