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Purchasing and Business Services Manual (PUR)

Effective: 3/1/1965

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PUR 102: Code of Ethics

Purpose

To prescribe a code of conduct for personnel engaged in the procurement process

Sources

- University policy
- National Association of Educational Procurement

Policy

The university's reputation for fair, honest, and consistent treatment of suppliers can best be accomplished if procurement is done solely on the merits of the transaction. All university personnel should conduct themselves in such a manner as to foster public confidence in the integrity of the university procurement operation.

All persons engaged in the procurement process (whether in the Purchasing Department or in other departments) will adhere to the following Code of Ethics published by the National Association of Educational Procurement (NAEP).

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum value for each dollar of expenditure.
3. To decline personal gifts or gratuities.
4. To grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. To conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. To receive consent of the originator of proprietary ideas and designs before using them for competitive purposes.
8. To make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or to be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. To cooperate with trade, industrial, and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. To foster fair, ethical, and legal trade practices.
12. To counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

Cross-References

For additional information on fairness and honesty with suppliers and others, see [PUR 101](#), "Public Relations."

For additional information on gifts and gratuities, see [PUR 104](#), "Gifts and Gratuities."

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