

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 101-00</b>
	Section: 100 Ethical Considerations
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	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Code of Ethics</b>	Effective date: 07/01/1996
Source: University policy Best Practices	Revision date:

### PURPOSE

Ethical guidelines

### POLICY

#### **PUR 101-00-01 Code of Ethics**

The University's reputation for fair, honest, and consistent treatment of suppliers can best be accomplished if procurement is completed 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 Contracting and Purchasing Services or any other University department, will adhere to the following code of conduct taken from the National Association of Educational Procurement Code of Ethics.

#### **PUR 101-00-02: Conduct**

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value for each dollar of expenditure.
3. To decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and ABOR and University policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. 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 use only by consent, original ideas and designs devised by one vendor for competitive purchasing purposes.
8. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
9. Foster fair, ethical and legal trade practices.

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**CROSS REFERENCE**

[PUR 102-00 Conflict of Interest](#)  
[PUR 104-00 Gifts and Gratuities](#)