

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

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|  NORTHERN ARIZONA UNIVERSITY | POLICY PUR 103-00 |
| | Section: 100 Ethical Considerations |
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| | Responsible office: Purchasing |
| | Origination date: 07/01/1996 |
| Subject: Buying for Employees | Effective date: 07/01/1996 |
| Source: University policy | Revision date: |

PURPOSE

To prohibit Contracting and Purchasing Services from making personal purchases for university employees and outside entities.

POLICY

PUR 103-00-01: Buying for Employees

Contracting and Purchasing Services will neither negotiate for personal purchases for faculty and staff nor request vendors to offer special discounts to faculty and staff. Contracting and Purchasing Services will not consider the offer of faculty and staff discounts as a factor in the award of any contract.

If a vendor offers a discount to faculty and staff members, Contracting and Purchasing Services will relay the information to the Human Resources Department, but any transaction will be the responsibility of the individual. Contracting and Purchasing Services will not consider the offer of faculty and staff discounts as a factor in the award of any contract.

Contracting and Purchasing Services will not conduct solicitations for non-university entities, except for instances in which an authorized cooperative purchasing agreement exists.