



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PURCHASING

SUB-TOPIC

ETHICS

The employees of the Purchasing Department adhere to the Purchasing Ethics listed below. All Purchasing Department employees receive a copy of this code and are required to acknowledge receipt and understanding of the ethics code as written. University employees involved in any type of purchasing activity should also adhere to this published Ethics Code.

ETHICS CODE: In performing the procurement function, the UTD Purchasing Department subscribes to the following code of purchasing ethics:

1. Gives prime consideration to the goals and objectives of the Institution.
2. Declines personal gifts and gratuities which might in any way influence the purchase of goods or services.
3. Never barter the name of the University about for personal or friendship gains.
4. Strives towards excellence and professionalism as the University's legal and formal business agents.
5. Endeavors to perform to the best of one's ability in achieving the goals of the department.
6. Reaches for the maximum value of each dollar expended.
7. Affords all bidders an "or equal" consideration regardless of the size of the firm, the ethnicity/gender of its owners, or the location of the business.
8. Demands honesty in sales.
9. Insures open honesty in buying.
10. Provides prompt, courteous, efficient and effective procurement for the Institution.
11. Refrains from "shop talking" prices and divulging confidential technical information.
12. Respects fellow workers and maintains a pleasant working environment.
13. Does not fall into the "condemn and condone" syndrome in transacting business.



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PURCHASING

SUB-TOPIC

ETHICS, Continued

ETHICS CODE, Continued:

14. Continues to improve one's knowledge and expertise to better fulfill one's personal growth needs.
15. Bestows a warm and gracious reception to sales personnel, not restricting one's availability to them, but limiting the interview to a worthy exchange.

CONFLICT OF INTEREST: Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the University staff and of the Purchasing Department to take all appropriate steps to assure that the University does not knowingly enter into a purchase commitment which could result in a conflict of interest situation.

A conflict of interest exists when some factor, such as financial or personal interest in a vendor, interferes or appears to interfere with an individual's ability to be completely impartial and loyal to the University's interest.

GIFTS AND GRATUITIES: All University personnel will refrain from accepting any gifts, gratuities, or entertainment from vendors who do business or who wish to do business with the University. This requirement is mandated by the State General Services Commission Rule 111.4(f), Breach of Ethical Standards -- Gratuities and Kickbacks.

PURCHASES FOR PERSONAL USE: The University does not make purchases for any individual, nor permit personal purchases with departmental or project funds, nor may purchases be made for resale to an employee. University letterhead may not be used to order personal items to be paid for by an individual. Misuse of University funds may result in disciplinary action.

PURCHASES FROM EMPLOYEES: Purchases are not permitted from any officer or employee of The University of Texas System, including component institutions, unless the cost is less than that from any other known source and only when approved by the component chief administrative officer, the appropriate Executive Vice Chancellor of the System, and the Board of Regents. Details of such transactions shall be reported in the docket or minutes of the Board of Regents.