

SECTION 4: ETHICS

University Purchasing has adopted the National Association of Educational Procurement (NAEP) Code of Ethics.

NAEP Code of Ethics

- Give first consideration to the objectives and policies of the institution.
- Strive to obtain the maximum ultimate value of each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive the consent of the originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of the institution permit.
- Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
- Cooperate with trade, industrial, and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical, and legal trade practices.
- Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth.