

# College Purchasing Policy

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## **Ethical Standards of Conduct in Purchasing**

The nature of public purchasing subjects all parties involved in it to close public scrutiny. This scrutiny extends to their ethics as well as to their performance. Since almost every action taken by purchasing personnel is anchored in public trust, the rules governing the conduct of public personnel are often as much concerned with appearance as with substance.

We strive to ensure compliance with high ethical standards and avoid possible conflicts between public purchasing duties and private affairs by complying with the LCC Conflict of Interest Policy.

The LCC Purchasing Department abides by the highest standards of excellence and integrity in all our Vendor relationships. We are committed to adhering to the CODE OF ETHICS promoted by the National Association of Educational Procurement (NAEP).

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive vendors equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current vendors 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. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a vendor; and/or willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

These principles are set forth as a foundation for achieving higher levels of professionalism and success, both as an organization and as individuals.