

Title:  Purchasing – Standards of Conduct for Purchasing Personnel	Procedure No.:	PO-19
	Effective Date:	11/2024
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Approved by:

Dated:

The purpose of this Purchasing Procedure is to provide guidance to Purchasing personnel relative to Standards of Conduct expected of employees in carrying out the Purchasing function. This Purchasing Instruction does not, in any way, supersede or alter the Board of Education policy GBEA (2), entitled "Staff Conduct (and Responsibilities) Conflicts of Interest".

DEFINITIONS

“Purchasing Personnel” – Any District employee using District funds to make a purchase.

RESPONSIBILITY

Purchasing personnel shall comply with the Standards of Conduct established by this Purchasing Procedure. Noncompliance may result in discharge and/or civil court actions under law.

POLICY AND STANDARDS

It is the policy of the Purchasing Department to conduct its business with integrity, honesty and in an ethical manner and to safeguard the rights and reputation of both the School District and its employees from any suspicion or question which may arise as a result of actual or potential conflicts of interest. All Purchasing personnel, as representatives of the School District, must adhere to the following standards when dealing with any supplier:

Consider the interests of the Customer in all transactions and to carry out established Purchasing policies and procedures set forth in this Manual and the Board of Education Policies.

Buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure.

Rotate the placement of business among local vendors handling the same catalog items, price and other considerations being equal.

Avoid unethical or questionable practices.

EMPLOYEE CONDUCT

Purchasing personnel shall not accept any gift or other special accommodation from potential vendors or use of property or facilities under circumstances which might have the appearance of compromising or adversely affecting the judgment of such personnel or their action in performing their duties.

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Purchasing personnel shall conduct associations with individuals outside the Company (suppliers, dealers, customers, competitors, or other business acquaintances) with the highest degree of personal integrity.

Business Gratuities

Accepting of advertising, novelties, promotional, or other items of no appreciable value with a company name thereon is allowable.

If in doubt as to the possible propriety of such activity, it should be brought to the attention of the Director of Purchasing for guidance.

Employees are required to decline or return any gift or gratuity from existing or potential vendors, subcontractors, or customers which violate the intent of the policy.

Competitive Practices

Fair competition is fundamental to the free enterprise system; accordingly, the Purchasing organization will comply with and support all laws and regulations which prohibit restraints of trade, unfair practices or abuse of economic power. Every effort shall be made to ensure an honest and straightforward relationship with Suppliers and Subcontractors.

Conflicts of Interests

Employees shall avoid situations where their personal interest could conflict with the interests of the School District. Conflicts of interest arise where an individual's position or responsibilities present an opportunity for personal gain separate and apart from normal rewards of employment; or when an employee's personal interests are inconsistent with those of the District and could lead to responsibilities being compromised in favor of personal gain.

Purchasing personnel shall not be responsible for purchasing actions with suppliers who employ a relative in a decision making position, or any other individual which would result in an apparent conflict of interest without prior approval of the Director of Purchasing.

Proprietary or Privileged Information

School District or Supplier information which may be of a proprietary or privileged nature, shall not be disclosed, if such disclosure could have a detrimental impact on Purchasing's or the

Supplier's business interests or reputation.

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Reciprocal Dealing

It is the policy of Purchasing not to engage in reciprocal dealing, but instead to choose its suppliers, subcontractors, etc., solely on the basis of price, quality, and service.

Reciprocal dealing, or awarding one's business to a particular firm because that firm is or becomes a valued customer (or supplier), raises antitrust issues, particularly if the reciprocity is coercive rather than voluntary, or if it is part of a process through which a company systematically exploits its buying (or selling) power to gain additional business.

**REFERENCES: Board of Education Policy No. GBEA, GBEA(1)-E, GBEBC, C.R.S. 24-18-105**