Information

Ethics in Purchasing

Number

PUR - 2.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer
Procurement Services - Service Complex
University of Louisville, Louisville, KY 40292
502-852-8223
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History

Original Date: Unknown
Revision Date(s): May 23, 2023
Reviewed Date(s): February 14, 2020; February 21, 2023

Categories

Reason for Policy:

The University holds itself and community members to the standards of conduct outlined in the Code of Conduct. All employees are expected to adhere to University Policies, including, but not limited to the Conflict of Interest Policies. In addition, the Procurement Services adheres to the National Association of Educational Procurement (NAEP) Code of Ethics listed below.

Statement:

Purchasers of goods and services for University of Louisville shall not take, receive, or offer to take or receive (directly or indirectly) any rebate, percentage of contract, money (or other things of value) as an inducement (or intended inducement) from any vendor bidding for University purchase contract(s) or otherwise seeking to make a sale to the University.

Related Information:

CODE OF ETHICS

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing.

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 suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers 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 supplier; and/or be 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.
13. Members are also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.