

Issued by the Chief Procurement Officer, as referenced in the Pima Community College Procurement, Purchasing and Acquisition Procedures Manual – Effective July 1, 2018; Administered by the District Finance Office – Procurement Services Department; the Code of Ethics advocated by the National Association of Educational Procurement (NAEP) have been adopted by the College.

NAEP ASSOCIATION BYLAWS – Code of Ethics

Adopted November 12, 1996 | Revised March 29, 2004 | Amended and Restated March 1, 2005 | Amended and Restated March 7, 2006 | Amended and Restated March 4, 2008 | Amended and Restated March 3, 2020 | Amended and Restated December 1, 2022

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.

Members are also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.