

Ball State University  
Department: Purchasing  
Policy: Purchasing Code of Ethics  
Policy – PUR104

General

Ball State University subscribes to the National Association of Educational Procurement (NAEP) Code of Ethics. These ethic statements are listed below and can also be viewed at the NAEP web site at the following URL. [www.naepnet.org](http://www.naepnet.org)

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.

Procedure

The spirit of intent of these ethical statements should be interpreted as promoting fair business practices and prohibiting University employees from accepting any fee, compensation, gift,

payment of expense, or any other item of monetary value, under circumstances in which the acceptance may result or be perceived to result in the following:

1. An undertaking to give preferential treatment to any person;
2. A loss of complete independence or impartiality; or
3. A University decision made outside official channels.

Employees of Ball State University should comply fully with these requirements and report possible violations of these requirements to the immediate supervisor of the employee allegedly in violation or to the Director of Purchasing or the Director of Finance.

Responsibility:

Purchasing Department

Other departments affected:

General Campus

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