



**CODE OF ETHICS  
for Departmental Staff  
Responsible for Purchasing**

Employees who have purchasing responsibility must document a commitment to ethical purchasing practices by signing a [Purchasing Code of Ethics for Department Employee Responsible for Purchasing](#). This would apply to University of Minnesota employee who may indirectly influence a purchasing decision by “establishing specifications, testing purchased products, evaluating contracted services or otherwise having any involvement in the purchasing or contracting process”. Textbooks and other course materials authored by an employee of the University are exempt from this process. Faculty may also accept free samples of textbooks and related teaching materials. The signed [Purchasing Code of Ethics for Department Employee Responsible for Purchasing](#) should be completed annually and maintained in a central departmental digital file.

RESPONSIBILITY STATEMENT: With regard to my responsibilities for departmental purchasing, I accept the responsibility to:

1. Support and uphold the values, policies and procedures of the University of Minnesota in all my purchasing activities, since compliance with good public purchasing practice ensures the continued flow of public funding to the University.
2. Complete appropriate training for my departmental purchasing responsibilities and continue on-going (refresher) training as needed to ensure my department follows University policies and procedures.
3. Read Purchasing Services' communications and advise my department on implementing any new procedures, forms, systems, and policies.
4. Maintain a high level of ethics:
  - a. Have no financial or personal beneficial interest directly or indirectly with suppliers when I am in a position to influence the University's decision to purchase from those suppliers.
  - b. Decline rebates, gifts, money, or anything of value offered by suppliers other than items of nominal (under \$5) value.\*
5. Conduct business with suppliers:
  - a. In an atmosphere of honesty and good faith, without intentional misrepresentation and with equal objectivity and fairness to all suppliers. I will also demand honesty of sales representatives in all matters regarding the University of Minnesota.
  - b. Affording prompt and courteous reception as business conditions permit to suppliers who arrange to meet with my department on legitimate business missions. (This does not include unarranged visits).
6. Strive to obtain the maximum value for each purchase, including use of cost-effective purchasing processes.
7. Afford maximum opportunity to small businesses and businesses owned by minorities, women, and persons with disabilities.

I have read and understand the above statements, and agree to meet the expectations to the best of my ability while performing my department's purchasing functions for the University of Minnesota.

Print or Type Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Violation is subject to disciplinary action by the University of Minnesota, and is considered a misdemeanor under [Minnesota State Statute 15.43](#).