



# Memorandum

To all employees of the Collin College Purchasing and Contracts Department and suppliers conducting business with Collin College:

Re: Collin College Purchasing and Contracts Ethics Policy Statement

As stewards of the tax payers' dollars, it is our duty as public procurement professionals to ensure that the procurement process remains independent, free of obligation or suspicion, and completely fair and impartial. The following Code of Ethics has been created for use by Collin College Purchasing and Contracts. The Code governs all transactions and business relationships, internal and external, when procuring goods and services utilizing public funds.

- To give first consideration to the objectives and policies of the District.
- Strive to obtain the best value for each dollar expenditure.
- To conduct ourselves with fairness and dignity and to demand honesty and truth in the procurement process.
- Grant all competitive suppliers' equal consideration insofar as state or federal statute and institutional policy permit.
- Notify the Director of Purchasing and Contracts and remove him/herself from any procurement in which the employee or employee's immediate family member has a financial interest pertaining to the procurement.
- Decline personal gifts or gratuities.
- Encourage participation of historically underutilized businesses in the procurement process.
- Foster fair, ethical and legal trade practices.
- Honor our obligations and require that obligations to the District be honored.
- Handle confidential or proprietary information with due care and proper consideration. Receive consent of originator of confidential information or proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable settlement of any controversy with a supplier.
- Cooperate with trade, industrial and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.

**Cindy White, NIGP-CPP, CPPO, CPPB**

*Cindy White*

Executive Director Procurement Services

**Collin County Community College District**

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