

Purchasing Standards

Section: Operating/Administrative	Policy Number: 1017
Responsible Office: Purchasing	Effective Date: 04/01/01

Standards of Purchasing Practice

The following standards are based partially upon those recommended by the National Association of Purchasing Management (NAPM):

- We will avoid the intent and appearance of any unethical or discrediting relationships, actions, etc.
- We will refrain from any reciprocal agreements that compromise fair competition.
- We will refrain from supplicating or accepting monetary gifts, loans, unfair discounts, the acceptance of gifts, various forms of entertainment, favors, and/or services from suppliers, present or future, that might influence ethical purchasing decisions.
- We will illustrate loyalty to St. John's University by arduously following the lawful practices of the University, using sound judgement and not exceeding the authority granted us.
- We will refrain from any private business or professional actions that might effect a conflict between personal interests and the interests of the University.
- We will manage confidential information belonging to the University or to suppliers with guardianship and regard for ethical and legal consideration and official ordinances.
- We will know and practice the written and unwritten laws that govern the purchasing function and be aware of constant changes in our profession.
- We will encourage the establishment of quality customer relationships through impartial, professional and courteous business dealings and continuous service/pricing evaluation.
- We will encourage all who determine suppliers to consider and support minority, women, small, disadvantaged and local businesses.
- We will promote continuous training of the latest technology and professional advancement information available and implement them in existing systems.
- We will always be mindful of the Mission Statement of St. John's University, and that part of our responsibility is to assist with the ultimate goal of our institution, that is, to provide the very best education available expressed in the Vincentian spirit.