

**University of Minnesota**

**CODE OF ETHICS  
for  
Department Staff  
Responsible for Buying**

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. Attend appropriate training for my departmental purchase function and continue on-going (refresher) training as needed to ensure my department follows University policies and procedures.
3. Subscribe to and read Purchasing Services communications vehicles and advise my department on implementing any new practices, forms, systems, policies, etc.
4. Maintain a high level of ethics:
  - a. Have no financial or personal beneficial interest directly or indirectly with vendors when I am in a position to influence the University decision to purchase from those vendors.
  - b. Decline rebates, gifts, money, or anything of value offered by vendors other than items of nominal (under \$5) value.\*
5. Conduct business with vendors:
  - a. In an atmosphere of honesty and good faith, without intentional misrepresentation and with equal objectivity and fairness to all vendors. 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 vendors 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 Law, M.S. 15.43.