

## **PURCHASING PROCEDURES**

### **CODE OF ETHICS**

1. To regard public service as a sacred trust, giving primary consideration to the interests of the School District and community by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To avoid unfair and sharp practices (questionable or unethical).
4. To respect our obligations and to require that obligations to our School District be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.
6. To strive constantly for the improvement of our purchasing method and of the materials we buy.
7. To counsel and assist fellow purchasing agents in the performance of their duties.
8. To conduct ourselves with fairness and dignity, avoid any conflict of interest and to demand honesty and truth in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as a representative of the School District and to govern those actions accordingly.
11. To decline all personal gifts or gratuities from vendors which might in any way influence the purchase of materials or services.

Legal Reference:

Education Code

40000 Purchase of standard supplies and equipment

40002 Direct purchase by Districts

Policy adopted: 11/24/81

Amended: 8/12/89