TO: Deans, Directors, Department Heads, Directors of Financial Affairs, Vice Chancellors

FROM: Denise Laussade, Interim Director, Procurement Services

DATE: December 1, 2014

SUBJECT: Purchasing Code of Ethics and Holiday Season Gifts from Suppliers

Many Purdue University Academic and Administrative personnel are involved in selection of suppliers/vendors and other day-to-day procurement decisions. It is essential that we recognize the importance of maintaining appropriate relationships with suppliers who currently provide or who may wish to provide goods and services to the University. Procurement Services at Purdue subscribes to the National Association of Educational Procurement Code of Ethics. A copy of the Code of Ethics is included below. All Purdue University personnel involved in any way in the selection of suppliers and the purchase of goods and services should use this Code of Ethics for guidance in maintaining an appropriate relationship with suppliers.

As the holiday season approaches, some of the University’s current and potential suppliers will offer meals, food and/or beverage packages and other forms of gifts to those who are involved in any number of ways with the acquisition of goods and services. Procurement Services has also established the following direction regarding the acceptance of gifts etc. from suppliers:

- Staff will refuse to accept gifts from suppliers unless the gift is of nominal value. The Federal Procurement Integrity Act defines nominal value as “gifts valued at $20 or less per source per occasion”. Examples of gifts that are of nominal value are promotional/logo items such as note pads, calendars and pens. Arrange immediately to have the supplier pick up or return any gifts of greater than nominal value. Meals paid for by the suppliers must not be accepted.
- Should any foodstuffs of greater than nominal value be received from suppliers these should be returned. Food gifts determined to be of nominal value can otherwise be shared among department staffs as a whole, or donated to a charitable organization for distribution to those in need. Contact information for several local charities is provided at the following web address: http://www.purdue.edu/hr/pdf/Resources.pdf.
- There should be no appearance of any Purdue administrative staff or faculty member benefitting personally from a supplier’s gift.
- Please be proactive about reminding suppliers of Purdue’s gifts and gratuities policies.
- These guidelines are not intended to be all-inclusive, but to provide a foundation for sound business judgment and the maintenance of appropriate and ethical supplier relationships.

I ask that each of you share this memo with any of your staff who may be involved in any way in the acquisition of goods and services from suppliers, or those likely to receive gifts.
1. Give first consideration to the objectives and policies of Purdue University.

2. Strive to obtain the maximum value for each dollar of expenditure.

3. Decline personal gifts or gratuities.

4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

11. Foster fair, ethical and legal trade practices.

12. Counsel and cooperate with colleagues and promote a spirit of unity and a keen interest in professional growth among them.