

# University of California Santa Cruz

## Procurement Policies and Guidelines

**Summary: This page summarizes fair, ethical and professional business practices and policies that apply to \*all\* UCSC shoppers.**

### Policies for Requestors and Purchasers

1. Conflict of Interest: Avoid making, participating in, or attempting to influence any decision if you know or have reason to know that you have a financial interest in the outcome of that decision.
2. Favoritism: Avoid any personal business or professional activity that would create, or appear to create, a conflict between your personal interests and the interests of the University.
3. Personal purchases: Do not use University credit, purchasing power, or facilities to make purchases of goods or services for yourself or for non-University activities.
4. Unauthorized purchases: Do not make purchases you are not authorized to make, and only order goods and services that comply with University policy.
5. Employee-vendor: Do not purchase or lease goods or services from any University employee or from a business in which a UCSC employee has a 10% or greater interest.
6. Near-relative: Do not purchase or lease goods or services from a near-relative of a University employee or from a business in which a near-relative of a University employee has a 10% or greater interest.
7. Gratuities: Refrain from accepting gifts, preferential discounts, travel, entertainment, favors or services from current or potential suppliers to the University that might influence, or appear to influence, purchasing decisions.
8. Anti-Kickback: Never accept any money, commission, object of value, offer of employment, or compensation of any kind which is provided or offered, directly or indirectly, by a supplier, contractor or subcontractor for the purpose of obtaining favorable treatment in connection with a grant or purchase contract.
9. Supplier relationships: Promote positive supplier relationships through:
  - a. Non-discrimination: Do not use race, religion, sex, color, ethnicity and national origin of a supplier as criteria when conducting business.
  - b. Open competition: Encourage competition through open, equitable, and fair practices.
  - c. Fairness: Conduct business with current and potential suppliers fairly, equitably, and in an atmosphere of good faith.
  - d. Ethical practices: Avoid the intent and appearance of unethical or compromising practices in relationships, actions and communications.
10. Split purchases: Never split a transaction to bypass approval limits.

### University of California Business and Finance Bulletins

- BUS-34 - Securing the Services of Independent Consultants
- BUS-43 - Goods and Services
- BUS-50 - Acquisition and Use of Narcotics & Dangerous Drugs
- BUS-77 - Independent Contractor Guidelines
- BUS-78 - Conflict of Interest Guide
- G-39 - Conflict of Interest Policy and Related Policies, Guidelines, and Regulations

The basic purpose of University purchasing policies and procedures is to support the teaching, research, and public service missions of the University in a cost-effective manner which best serves the interests of the people of the State of California.

The University is committed to maintaining high standards of performance based upon fair, ethical, and professional business practices. To further this, the University expects each University employee authorized to make purchases, to abide by these Purchasing Standards of Ethical Conduct.

<http://purchasing.ucsc.edu/howto/cruzbuyrules.html>