Purchasing

Code of Ethics

Carleton College adopts and abides by the National Association Educational Procurement Code of Ethics as modified for Carleton's use to protect the institution's reputation for fair dealing. To strengthen ethical awareness and provide guidelines for faculty and staff the following apply:

1. To give first consideration to the objectives and policies of my institution.
2. To demonstrate sound business practices, principles and values in keeping with the identity of my institution.
3. To strive to obtain the maximum value for each dollar of expenditure.
4. To decline personal gifts or gratuities.
5. To grant all competitive suppliers equal consideration insofar as state or federal statues and institutional policy permit.
6. To conduct business with potential and current suppliers in an atmosphere of good faith devoid of intentional misrepresentations.
7. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of product.
8. To receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
9. To 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 institutional policies permit.
10. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
11. To cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
12. To foster fair, ethical and legal trade practices.
13. To counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.