



Purchasing Department

Code of Ethics and Professional Standards

The Texas Southmost College (TSC) Purchasing Department has adopted ethic laws and professional standards from the State of Texas Procurement and Contract Management Manual regulated by the Texas Government Code §572.001.

All College employees and representatives participating in purchasing activities are considered gatekeepers for the proper expenditure of the College's financial resources. They are entrusted to uphold the highest ethical standards and be good stewards of public funds with every purchasing/financial decision they make. Ethical behavior and integrity are fundamental that derive from values like "fairness," "honesty," and "accountability"; any erosion of public trust or perception of impropriety is detrimental to the integrity of the purchasing process. Therefore, all purchasing activities should be conducted in an ethical, impartial, transparent, and professional manner.

All College employees or representatives participating in purchasing activities may not have an interest in or in any manner be connected with a contract or bid for a purchase of goods or services by the College; or in any manner, including by rebate or gift, accept or receive from a person/vendor/company to whom a contract may be awarded, directly or indirectly, anything of value or a promise, obligation, or contract for future reward or compensation.

All College employees or representatives participating in purchasing activities are required to adhere to guidelines established in page three through six of the State of Texas Procurement and Contract Management Manual which outlines ethical laws and professional standards required for public purchasers, employees, and vendors who participate in purchasing activities conducted in higher education institutions such as TSC (<https://comptroller.texas.gov/purchasing/publications/procurement-contract.php>).

These standards apply to all College employees or representatives including purchasing officers, contract management officers, administrators, faculty, staff, and all others involved in the following purchasing activities among other:

- Identify need for purchase;
- Develop scope of work or specifications;
- Prepare public solicitation for a contract;
- Contact vendors to obtain quotes, bids, or proposals;
- Recommend and evaluate vendors for award;
- Approve Purchase Requisitions (PRs);
- Accept goods and services;
- Issue Purchase Orders (POs); and
- Approve payments to vendors

For questions and clarifications regarding this code, please contact the Purchasing Department.

Patricia G. Saldivar

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