

<i>City of Commerce</i> Finance	Purchasing	SOP	706
Subject: Purchasing Ethics Policy		Version No	1.0
		Effective Date	5/31/11

1.0 Purpose

The City of Commerce is committed to maintaining high standards for performance based on fair, ethical, and professional business practices. This policy describes the conduct and ethics required of all City of Commerce employees and vendors who participate in the purchasing process, and addresses issues including authorization for purchases, unauthorized purchases, conflict of interest, personal purchases, and acceptance of gratuities by employees, and relationships with vendors.

2.0 Definition

Unauthorized Purchases: a purchase for which (1) the City employee has not been delegated the authority or approval to make a purchase of a particular item or service; (2) there are insufficient funds to cover the expenditure; or (3) the proper purchasing procedures have not been followed.

3.0 Applicability and Authority

This policy on Purchasing Ethics applies to all City of Commerce purchasing activities.

4.0 Detailed Policy Statement

Authorization

The Purchasing Division is delegated the responsibility of reviewing and procuring all material, supplies, equipment and services for the City of Commerce. Purchasing authority can be delegated by the Purchasing Manager or Finance Director to authorized individuals under specific circumstances, such as Blanket/Open Purchase Orders, Advance Warrant Request, assigned Purchase Orders and Purchase Card transactions.

Conflict Of Interest

No employee of the City of Commerce shall make, participate in, or attempt to influence any decision if the employee knows or has reason to know that he/she has a financial interest in the outcome of that decision.

Personal Purchases

City of Commerce employees shall not use City credit, purchasing power, or make purchases of goods or services for themselves or for non-City activities.

Gratuities

City of Commerce employees shall refrain from accepting gifts, entertainment, favors or services from present or potential suppliers to the City that might influence, or appear to influence, purchasing decisions.

Vendor Relationships

In carrying out their purchasing responsibilities, City of Commerce personnel shall: (1) Encourage competition through open, equitable and fair practices. (2) Conduct business with potential and current suppliers openly, fairly, equitably, and in an atmosphere of good faith. (3) Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing process.

Violation of Policy

Employees who violate this policy may be subject to their buying authority suspended.