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# MEMORANDUM

TO: All Employees

FROM: Judy Harral, Executive Director of Administrative Services

David Davila, Director of Procurement & Disbursements

RE: Ethical Principles of Purchasing

DATE: March 1, 2013

This memo is to remind all employees that are involved in the decision-making process for procurements to be aware and knowledgeable on the system ethics policy. These ethical principles and standards apply to all persons employed by TAMU-CC regardless of rank or position. Below are some of the highlights from the principles of ethical standards:

TAMUS employees shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.

TAMUS employees shall not use their public offices for private gain.

TAMUS employees shall act impartially and not give preferential treatment to any private or public organization or individual.

TAMUS employees shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of TAMUS.

Any personal interests (which also includes interests of your family members and friends) that affect or could be viewed as affecting your judgment could be a conflict of interest. Disclosure is the best way to deal with conflict of interest. Ownership in a business and outside employment must be disclosed (See System Regulations 31.05 “External Employment and Expert Witness”) by notification through your Vice President to the President. If the situation or transaction involves a conflict of interest, please contact your Supervisor or the Director of Procurement and Disbursements to assist you in the appropriate actions to take.

If you have any questions, feel free to call David Davila, ext. 2616 or Judy Harral, ext. 2183.