

UNIVERSITY OF PITTSBURGH POLICY 05-02-02

CATEGORY: FINANCIAL AFFAIRS
SECTION: Purchasing
SUBJECT: Conflict of Interest and Procurement Relationships
EFFECTIVE DATE: March 12, 2003 Revised
PAGE(S): 1

I. SCOPE

This policy establishes the responsibilities of all persons with purchasing authority in dealing with suppliers who provide goods and services to the University.

II. POLICY

All individuals with purchasing authority on behalf of the University must avoid any behavior that involves a real conflict of interest and any appearance, however remote, of using affiliation with the University as a means of furthering personal interests.

No member of a purchasing unit should accept entertainment, gifts, or favors provided by persons with whom the University has business dealings under circumstances that suggest that the donor intends to influence the judgment or conduct of the purchasing staff.

- Courtesy gifts such as flowers, as well as unsolicited advertising or promotional materials (pencils, calendars, etc.) of nominal intrinsic value may be accepted.

No member of a purchasing unit should serve as an officer, director, or in any other management capacity for a company or organization doing or seeking to do business with the University.

No member of a purchasing unit should serve in any capacity in any other organization where his or her judgment regarding University affairs may be influenced by concern for the success of the outside enterprise.

No member of a purchasing unit should request or accept from any individual or organization doing or seeking to do business with the University, a favor or special consideration for himself or any member of his family that will result in any direct or indirect financial gain.

No member of a purchasing unit should engage directly or indirectly in a personal financial transaction that primarily relies upon information obtained through his University employment and is not otherwise common knowledge.

In cases where it is not clear whether such conflict could exist, the situation should be referred to the Director of Purchasing.

As a condition of employment, all individuals authorized to commit University funds or purchase goods and services are required to sign a Conflict of Interest Certification.