

TITLE: Standards of Purchasing Practice
State Board of Education Ref: 61-5A-6; 8353

This policy shall set a code of standards of purchasing practice, which will govern the performance of any of the officers, officials, or employees who have authority to contract or expend Board of Education funds. No persons shall solicit nor accept personal gratuities, favors, or anything of a monetary value from any contractor, vendor or supplier of material or service to the local school system. (WV Code 61-5A-6)

1. To consider, firstly, the interests of the school system in all transactions and to carry out and believe in its established policies.
2. To be receptive to competent counsel from colleagues and to be guided by such counsel without impairing the dignity and responsibility of the office.
3. To buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure.
4. To strive consistently for knowledge of the materials and processes of manufacture, and to establish practical methods for the conduct of the office.
5. To subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
6. To accord a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.
7. To respect his obligations and to require that obligations to him and to his board of education be respected, consistent with good business practice.
8. To avoid sharp practices where advantages are taken or sought unscrupulously.
9. To counsel and assist other purchasing agents in the performance of their duties, whenever occasion permits.
10. To cooperate with all organizations and individuals engaged in activities designed to enhance the development and standards of purchasing.

Note: These standards were developed from those advocated by the National Association of Purchasing Managers.