

Tucson Unified School District

Procurement and Vendor Relations Ethics

All Employees who are required to take the District's Mandatory Ethics Training (including but not limited to: Engineering Director, Food Services Director, Purchasing Director, as well as all employees of the Purchasing/Warehouse Services Department) are required to sign and adhere to the Acknowledgment below; the signed Acknowledgment is to be placed in the employee's Human Resources file.

ACKNOWLEDGMENT: PROCUREMENT AND VENDOR RELATIONS ETHICS

My name is _____. My employee I.D. is _____. By signing this Acknowledgment, I attest to the fact that I have read and understood the following Governing Board policies. My signature below also verifies that before signing this statement I have sought clarification so that I fully understood the scope of my responsibilities in relation to these Policies:

- | | |
|-----------------|---|
| ❖ DJ, DJ-R | PROCUREMENT |
| ❖ GBEAA | STAFF CONFLICT OF INTEREST (DRAFT) |
| ❖ GBEC | GIFTS TO AND SOLICITATIONS BY STAFF MEMBERS |
| ❖ GBEA | STAFF ETHICS |
| ❖ GBEB & GBEB-R | STAFF CONDUCT |
| ❖ KDB & KDB-R | PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION |

I further understand that it is my responsibility to strictly follow, and regularly review the above Governing Board policies and regulations when my job responsibilities require me to make decisions or take actions regulated by laws concerning *conflict of interest, procurement, antitrust, vendor relations, and public records retention and disposal*. I also understand that the above policies are sufficient to inform my conduct in the above areas.

- I will act impartially and with the highest degree of integrity to foster public confidence in TUSD Procurement, and to ensure open and fair competition in accordance with the Arizona Department of Education School District Procurement Rules and Governing Board Policy. I understand that the adoption of textbooks, software and other curriculum materials is regulated by a separate curriculum adoption process under ARS 15-571 and 15-572 and that these materials are never to be "piloted" or tested outside of the formal adoption process. I acknowledge that when I am unclear about which Procurement or Curriculum Adoption process to follow, it is my responsibility to consult the Purchasing Department or its website at <http://intranet/purchdpt/index.htm> for guidance.
- I promise not to accept, directly or indirectly, any tangible or intangible benefit including, but not limited to money, gifts, favors, entertainment, meals, discounts, passes, gift cards, transportation, accommodation, hospitality, or offers of employment that may influence or give the appearance of influencing procurement-related decisions.

- In the event that I learn the District is conducting or intends to conduct business with a vendor with which I or a member of my family has a financial interest or is a decision maker or has influence over any decisions concerning bid awards, I will immediately disclose this potential conflict of interest to my supervisor in writing and refrain from all activity with respect to this vendor.
- I shall conduct myself in a courteous and professional manner with District staff, vendors, parents and students with whom I come in contact, striving always to act objectively and without discrimination or bias of any form.
- I will not use confidential or sensitive information acquired in the course of my duties for personal gain or for the benefit of family or friends, and I shall act only within the official level of my authority.
- I will keep my supervisor and other department management informed as necessary immediately upon my learning of a potential or existing procurement problem. I will not willfully or unlawfully conceal, remove, mutilate, falsify or destroy any government document or public record (including emails), nor will I make any false or fictitious statements in connection with any official matter, document or record.
- I understand that I am responsible for monitoring dollar limits on Purchase Orders and Requisitions for which I am responsible, in order to assure that I do not overspend dollar limits without prior approval from the Purchasing Department. I also understand that Blanket Purchase orders contain restrictions as to the types of goods or services that can be purchased, and that I am responsible for adhering to these restrictions. I also understand that if I request, receive, or accept any goods or personal services, or register for conferences/seminars, or make travel arrangements/reservations before a valid purchase order has been issued, TUSD may refuse payment and I may be personally liable for some or all of the costs incurred. A Requisition is not a substitute for a valid Purchase Order. I understand that the situations described above are After-the-Fact procurements, are a violation of the law and Governing Board policies, and may subject me to potential progressive discipline from my employer, as well as potential criminal investigation by the Office of the Arizona Attorney General.

(Signature)

(Date)

Revised: June 30, 2010 (This section removed from DJ-R and formulated into exhibit.)