

## Purchasing and Procurement Guiding Principles

*The following principles shall be followed as we operate as a school to keep the student at the center of every decision we make*

### 1. Transparent

- Provide clear process for all stakeholders (internal/external)
- Ensure prompt and open communication
- Perform non-bias vendor selection
- Avoid unreasonable demands
- Achieve prompt and fair resolution to issues
- Promote positive vendor relationships through courtesy and impartiality

### 2. Ethical

- Be fair and honest with all stakeholders
- Avoid unethical practice in relationships, actions, and communications
- Avoid issues of influence where behaviors and actions negatively influence or appear to influence decisions
- Uphold objective process and decision-making
- Avoid personal activity that would create a conflict of interest

### 3. Value-oriented

(not always the lowest price)

- Practice financial stewardship
- Keep taxpayers in mind
- Handle confidential information with due care considering ethical, reputational, and legal ramifications
- Avoid improper reciprocal agreements

### 4. Forward-Thinking

- Understand the competitive marketplace
- Monitor trends, and the development of new knowledge in the marketplace
- Be a champion of sustainability and social responsibility

### 5. Accountable

- Practice financial stewardship
- Maintain solid understanding of the procurement process and available resources
- Know and obey the letter and spirit of laws, regulations, and trade agreements
- Hold internal and external stakeholders accountable