

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 2.1		
<i>CHAPTER:</i> Practices	<i>ISSUED:</i> 1993	<i>REV. A</i> 09/97	<i>REV. B</i> 09/05
<i>POLICY:</i> Confidentiality	<i>PAGE 1 OF 2</i>		

PURPOSE

To identify the confidential nature of purchasing and purchasing-related transactions.

SCOPE

This policy applies to all University employees.

POLICY

It is considered unethical as well as damaging to the University's competitive position to allow proprietary information about one supplier's quotation or bid to pass to another supplier. The disclosure of information of this type is prohibited.

DEFINITIONS

Bid: Supplier document offering to sell a good or service that is firm for a defined period of time (i.e. 30 days).

Quote: Supplier document that states the current price for a good or service and is generally non-binding.

PROCEDURE

- A. It is recognized that most of the transactions relating to Purchasing are of a confidential nature - especially with regard to suppliers and their competitors.
- B. Disclosure of pricing information from an employee of the University to an employee of a competitor is not only unethical, but is likely to be in violation of one or more of the various antitrust laws and should be scrupulously avoided.
- C. All files within the Purchasing Department are maintained in an up-to-date and confidential condition. Access to these files and any other documentation found within this department shall be restricted to those authorized by the Director of Purchasing.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding interpretation of this policy should be directed to the University's Purchasing Director.

ADMENDMENT/TERMINATION OF THIS POLICY

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 2.1		
<i>CHAPTER:</i> Practices	<i>ISSUED:</i> 1993	<i>REV. A</i> 09/97	<i>REV. B</i> 09/05
<i>POLICY:</i> Confidentiality	<i>PAGE 2 OF 2</i>		

The University reserves the right to modify, amend, or terminate this policy at any time.

VIOLATIONS/ENFORCEMENT

Any known violations of this policy should be reported to the University's Purchasing Director.