

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 2.11				
<i>CHAPTER:</i> Organization	<i>ISSUED:</i> 10/14	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>	<i>REV. C</i>
<i>POLICY:</i> Business Information	<i>PAGE 1 OF 1</i>				

PURPOSE

The purpose of this policy is to protect the access to Creighton’s business information, proprietary information, and confidential information (employee, donor, vendor, patient, etc.).

SCOPE

This policy applies to all purchase and purchase-related documents prepared or processed within the University via CUBuyplus®, Banner or such other systems as the University may use.

POLICY

All Creighton University employees are expected to conduct business affairs consistent with the University Mission Statement and to comply with the Employee Performance and Conduct policy ([2.2.20 in the University Guide to Policies](#)). In addition, all Creighton employees have a fiduciary responsibility in carrying out his or her duties responsibly. Creighton employees with access to Creighton’s business information, proprietary information, and confidential information (employee, donor, vendor, patient, etc.) must use that information solely to perform their job and for no other purpose.

ADMINISTRATION AND INTERPRETATIONS

This policy and procedure are administered jointly by the Vice President for Finance and the Purchasing Department. Questions regarding this policy should be referred to the respective area.

ADMENDMENT/TERMINATION OF THIS POLICY

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

EXCEPTIONS

No exceptions to this policy.

VIOLATIONS/ENFORCEMENT

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