

Policies and Standards

<i>SECTION:</i> Purchasing	<i>NO.</i> 2.4		
<i>CHAPTER:</i> Practices	<i>ISSUED:</i> 1997	<i>REV. A</i> 07/01	<i>REV. B</i> 02/07
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PURPOSE

To define the University's minority purchasing program.

SCOPE

This policy applies to all purchases transacted with University funds.

POLICY

It is the policy of Creighton University to participate in a program of minority purchasing in cooperation with the Greater Omaha Chamber of Commerce and the Great Plains Minority Supplier Development Council.

DEFINITIONS

MBE is a for profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. "Minority group members" are U.S. citizens who are African-American, Latin American, Native American, Asian-Pacific American and Asian-Indian American. "Ownership" by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily business operations. Applicant MBEs meeting the certification criteria will be eligible for specified services provided by NMSDC and its Regional Councils.

Native Americans include American Indians, American Eskimos, American Aleuts, and Native Hawaiians.

Asian-Pacific Americans include United States citizens whose origins are from Japan, China, the Philippines, Viet Nam, Korea, Samoa, Guam, The U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan.

Asian Indian Americans include United States citizens whose origins are from India, Pakistan, and Bangladesh.

PROCEDURE

- A. The University has established a program that encourages and supports minority business enterprises. The University does not recognize a supplier that does not belong to the Great Plains Minority Supplier Development Council. It develops a partnership with these firms, as

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we do with others, to mutually benefit Creighton University and these firms in providing products and services at the best possible price in conjunction with sound business practice.

- B. The Purchasing Department maintains a supplier list in database form on the financial system. The database allows for coding of minority suppliers when such information is available. Contact Purchasing for assistance in identifying potential minority suppliers.

RESPONSIBILITIES

It is the responsibility of each employee involved in the procurement process to work with Purchasing in the development and use of minority suppliers.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding minority procurement should be directed to the Purchasing Department.

ADMENDMENT/TERMINATION OF THIS POLICY

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.