

LAMAR UNIVERSITY MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services
AREA: Procurement and Payment Services

Vendor Ethics

MAP 05.05.09

I. POLICY

- A. As an agency of the State of Texas and member of the Texas State University System (TSUS), Lamar University (LU) holds the trust of the public. All vendors and persons doing business with LU must provide the highest level of ethics and service in all business interactions.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the laws, statutes, rules, and regulations of the State of Texas and TSUS, including, but not limited to, the following: the TSUS Rules and Regulations Chapter II, Paragraph 10, and Chapter VI, Paragraph 1.3, the Texas Education Code, Chapter 51, Subchapter A, and the Texas Government Code § 53.002 and § 2262.004.

III. DEFINITIONS

- A. Vendor is a corporation, sole proprietorship, partnership, joint venture, or individual who provides goods or services to the University. A vendor may contract directly with the University or may be a subcontractor and referred to as a supplier, consultant, agent, contractor, or any other party entering into agreements with the institution.

IV. COMPLIANCE WITH LU AND TSUS POLICIES, RULES, AND REGULATIONS

- A. Vendors and persons doing business with the University must comply with state and federal laws as well as LU policies and procedures and TSUS Board of Regents Rules and Regulations. Further, all individuals that a vendor permits or requires to be on LU premises must comply with applicable LU and TSUS rules, regulations, and policies.

V. ETHICAL EXPECTATIONS OF LU VENDORS

- A. A vendor shall not give, offer to give, nor intend to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a University employee (or employee family member) that might reasonably appear to influence the employee in the discharge of official duties.

VII.