



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Purchasing Ethics	CF - III	2	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Purchasing and Acquisition	CF	08/26/2025

The College will procure all goods and services on the best terms and at the lowest overall cost consistent with an appropriate level of quality. Acquisition will be without favoritism and on a competitive basis, whenever practical, to obtain maximum value for each dollar expended. All interested suppliers will receive fair and impartial consideration.

Those responsible for procurement shall conduct a continuing and reasonable search of the market for new sources of supply.

Any form of discrimination is prohibited in the awarding of business.

LEGAL ASPECTS

Since the College may be bound to the terms of the agreements negotiated by its employees, these employees must act in accordance with the limits of their authority. Any questions concerning the ramifications of formation or language of any oral or written procurement agreement should be reviewed with the legal counsel of the college prior to the presentation or execution of the agreement.

BUSINESS RELATIONSHIPS AND ETHICS

Employees conducting business transactions on behalf of the College hold a position of trust which dictates that their actions be governed by the highest standards of personal and business conduct.

Employees shall use the College's prestige as it relates to buyer strength in all situations fairly, objectively, and legally. The College does not purchase goods or services for the personal use of its employees.

PROCEDURES

Ethical business standards shall govern all transactions. Employees must be aware of situations and circumstances requiring prudent action, including the following:

- **Proprietary information** exchanged during transactions shall be identified and treatment clearly agreed upon by both the College and the supplier; e.g. specifications, proposal or quotation particulars, proofs, printing plates, etc.
- **Gifts** - Employees shall not solicit, accept, or agree to accept any significant gift from a supplier or prospective supplier. A significant gift is defined as any tangible item, service, favor, monies, credits, or discounts not available to others, of a value that could influence actions. (Employees may accept trivial items as a matter of courtesy, but may not solicit them.)
- **Reciprocal Purchasing** - The College and its employees shall not engage in reciprocal purchasing. College officials with purchasing or investing authority must disclose to their immediate supervisor and Vice President, Finance & Administration, or the Board of Trustees (if the President is the official with a conflict of interest) any personal business relationships with entities seeking to sell goods and services or investments to MCC before commitment is made to the transaction of business. Said officials shall not directly participate in the transaction.
- **Conflict of Interest** - Employees directly responsible for purchasing should not have any personal or family interest, involvement, or financial relationship with a supplier that might impair objectivity or freedom of judgment. If possible, these employees should avoid using college suppliers for personal needs.

REPORTING FRAUD

As required by the General Appropriations Act, Article IX, Section 7.09, McLennan Community College must communicate that the Texas State Auditor's Office's fraud hotline webpage at <https://sao.fraud.texas.gov/ReportFraud/> may be used to report the potential misuse or misappropriation of state resources.

This includes:

- Lost, misappropriate, or misused funds received from the State of Texas; or,
- Other fraudulent or unlawful conduct involving the entity's operations.

To report fraud, waste, or abuse, call the SAO Hotline at 1-800-TX-AUDIT (892-8348) or visit the State Auditor's Office website at <https://sao.fraud.texas.gov/ReportFraud/>.