
CONFLICT OF INTEREST

The New Mexico State Laws (NMSA Section 21-1-17, 1978) state that:

No employee or member of a board of regents of any state educational institution shall have a direct or indirect financial interest in any contract for building or improving any of the state educational institutions or for the furnishing of supplies or services to that institution.

Additionally, the New Mexico State Laws (NMSA Section 21-1-35, 1978) state that employees or regents shall not:

"directly or indirectly" sell to the institution any, "school books, school furniture, equipment, apparatus or any other kind of school supplies, property insurance or life insurance... or do any work under contract." They are further forbidden to receive any kind of commission or profit from such transactions and are subject to a \$1,000 fine and a year in prison if they violate the statute.

The statutory language is written so that the responsibility for avoiding such conflicts is on the officer or employee, and the penalty for failing to do so is imposed on the individual.

CODE OF ETHICS

It is the policy of the University to maintain an open campus, allowing vendors to talk and meet directly with the departments. All departments are required to follow the same Code of Ethics and Conduct followed by the Purchasing Department. Under no circumstances do the departments have the authority to enter into any type of contractual agreement with a vendor without prior written approval of the Purchasing Department.

Sales representatives shall be accorded friendly consideration. If a department experiences serious difficulties with any vendor, please notify the Purchasing Department immediately.

The following is the NMHU Purchasing Code of Ethics:

1. To give first consideration to the objectives and policies of the University.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representatives whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts and gratuities.
6. To grant all competitive bidders equal consideration; to regard each transaction on it's own merits; to foster and promote fair, ethical and legal trade practices.
7. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.