### CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

POLI CY PUR 102-00
Section:100 Ethical
Considerations
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Responsible office: Purchasing
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### PUR 102-00-02: Substantial Interest

Any University employee who has, or whose relative has, a substantial interest in any contractsale, purchase or service to the University shall make known that interest to the University and shall refrain from participating in any manner in such contract, sale, purchase or service.

## PUR 102-00-03: Procurement from University Employee

The procurement of supplies, equipment, or services from any employee of the University is not authorized unless it is made through public competitive bidding conducted by the NAU Contracting and Purchasing Services department.

Contracting and Purchasing Services is not required to request competitive bids for procurement of small dollar value merely to allow University employees to bid.

# PUR 102-00-04: Definitions

1. Relative: - The spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

### 2. Remote Interest:

- a) A University employiersity employeeor a relative of a University employee who is an attorney of a contracting party.
- d) A University employeeor a relative of a University employee who is a member of a nonprofit cooperative marketing association.
- e) A University employeeor a relative of a University employee whose ownership is less than three per cert of the shares of a corporation for profit, provided the total annual income from dividends