

TUSD Purchasing Department

Procurement Code of Ethics



Each and every employee of the Purchasing Department shall agree to, and be bound by, the following [GBEA Staff Ethics Governing Board Policies](#) and regulations.

The following rules of professional conduct shall govern the behavior of Procurement personnel in the fulfillment of their duties:

- I will act impartially and with the highest degree of integrity to foster public confidence in TUSD Procurement and to ensure open and fair competition in accordance with the Arizona Department of Education School District Procurement Rules and Governing Board Policy.
- I will abide by [Governing Board Policy - KCD Public Gift and Donations to Schools](#).
- I will abide by [Governing Board Policy – GBEAA Staff Conflict of Interest](#).
- I will conduct myself in a courteous and professional manner with District staff, vendors, parents, and students with whom I come in contact, striving always to act objectively and without discrimination or bias.
- I will utilize confidential or sensitive information acquired in the course of my duties appropriately; and I will act only within the official level of my authority. I will not use confidential or sensitive information for personal gain or for the benefit of family or friends.
- I will endeavor to keep department leadership informed as necessary immediately upon learning of a potential or existing problem in which the Department has an interest. I will strive to ascertain all relevant facts, analyze all possible solutions, and present what I believe to be the one best solution to department leadership.
- I will handle documents and records appropriately and lawfully. I will not make any false or fictitious statements in connection with any official matter, document, or record.

Members are also encouraged to participate in continuing open discussions of ethical principles with their colleagues and with others.

Diana Kerfoo 08/15/2023

Issued by the Director of Purchasing