



December 1, 2014

TO: Texas A&M AgriLife Unit Heads, Business Administrators &
Administrative Services Staff

SUBJECT: Conflict of Interest Declaration AG-606

Please forward to appropriate staff.

The nature of purchasing functions makes it critical that all players in the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules and responsibilities to govern the behavior of purchasing employees. Credibility and public confidence are vital throughout the purchasing and contracting system. Any erosion of honesty, integrity or openness tends to be more injurious to purchasing than to most other public programs. The shadow of doubt can be as harmful as the conduct itself. It is with this in mind that Texas A&M AgriLife Procurement and Contracting Services adheres to the Code of Ethics as set forth by the National Association of Educational Procurement. <http://www.naepnet.org/?page=CodeOfEthics&hhSearchTerms=%22code+and+ethics%22>

In accordance with Texas Government Code, Title 10, Subtitle D, Section 2155.003, the agencies' faculty and staff who are delegated purchasing authority and are involved in the procurement process, whether it be making purchases with a purchasing card, contacting a vendor, selecting a vendor or any step in the procurement process, are requested annually to sign the attached conflict of interest form and submit to Texas A&M AgriLife Purchasing for FY 2015. The signed document shall be scanned or electronically signed and stored into in the Work in Progress – Purchasing folder stored by last name, first name. Please have them completed by Dec 19, 2014. <http://agrilifeas.tamu.edu/library/pdf/forms/ag-606.pdf>

Should you have any questions, please contact, Lindsay Weber lrweber@ag.tamu.edu or @979-845-2598.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>