



Aldine Independent School District
State Recognized

Producing the
Nation's Best

ALDINE INDEPENDENT SCHOOL DISTRICT PURCHASING DEPARTMENT

SUPPLIER CODE OF ETHICS

Purchasing activities within Aldine I.S.D. support the district's vision to "produce the nation's best!" Procurement activities may be conducted by Aldine's purchasing department and by some of its auxiliary departments. Aldine's purchasing activities support student achievement and district operations while striving to provide timely products and services in a competitive and efficient manner.

Preference may sometimes be given to purchasing cooperatives, state contracts, or inter-local agreements where products and services can be purchased via pre-established competitive contracts or via competitive quotes received from various cooperative entities.

Through its purchasing department, Aldine I.S.D. is committed to a procurement process that fosters fair and open competition, conducts business under the highest ethical standards and enjoys the confidence of the public. Purchasing professionals, as well as supplier stakeholders, must have a highly developed sense of professional ethics to protect their own and their organization's business activities and reputation. In order to strengthen ethical awareness and provide guidelines to its suppliers, Aldine's purchasing department promotes the following supplier code of ethics:

Competitive Nature

Quotations, bids, or proposals provided will be competitive, consistent and appropriate to the specifications or user requests.

Suppliers will not discuss, consult, collude with, or disclose its terms with other suppliers intending to compete on the same contracts or similar Aldine I.S.D. contracts for the purpose of limiting competition.

A supplier will not make any attempt to induce any individual or entity to submit or not to submit a competitive quote, bid, or proposal.

A supplier will completely perform any contract at the contract quoted price according to the terms set forth in the quotation or contract.

Supplier Performance

Aldine suppliers are expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Based on annual spend levels, suppliers are subject to formal evaluations.

Supplier records must properly, accurately and fairly record all financial transactions with Aldine I.S.D. in the supplier's finance system or the supplier's appropriate ledgers.

A supplier will submit timely, accurate and appropriate invoices for goods and/or services performed under the contract.

A supplier shall not engage in unscrupulous practices and misrepresentations; recognizing that mutually profitable business relations are based upon honesty and fair dealings.

Supplier and representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public.

A supplier shall make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any problems with Aldine I.S.D.

Gifts To Public Servants

School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process.

Therefore, suppliers are strongly urged to exercise great caution before offering any gift to Aldine employees regardless of the gift's monetary value, particularly when a decision or act which may affect that supplier stakeholder has been made or will be made in close proximity to the time of the gift.



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ACKNOWLEDGEMENT OF SUPPLIER CODE OF ETHICS

Having carefully examined the Supplier Code of Ethics, the undersigned agrees to the guidelines stated.

SUPPLIER NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____ FAX NO. _____

E-MAIL ADDRESS _____

AUTHORIZED SIGNATURE _____

TYPED/PRINTED NAME _____

POSITION WITH COMPANY _____

Completed acknowledgements should be returned to:

Aldine I.S.D., Administration Bldg.
14910 Aldine Westfield Rd.
Houston, TX 77032 Attn: Purchasing Department