



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.5111

DIVISION: Finance & Administration

TITLE: Purchasing from Employees

DATE: July 15, 2011

Authorized by: K. Ann Mead, VP of Finance & Administration
Issued by: Department of Purchasing

I. Purpose and Scope

To address conflict of interest issues.

II. Policy

Purchases from University employees, including that employee's family and/or immediate family, shall be determined to be a Conflict of Interest unless the procurement was advertised and competitively bid and the employee or family member has no direct or indirect involvement with the selection process or use of the product or service being bid (KRS45A.340(5)).