

## Oklahoma State University Policy and Procedures

<b>SALE OF GOODS OR SERVICES TO THE UNIVERSITY BY AN EMPLOYEE</b>	<b>3-0148 ADMINISTRATION &amp; FINANCE June 2018</b>
---	--

### **POLICY**

The Purchasing Department is responsible for making all purchase awards, commitments, and contracts for Oklahoma State University (OSU). Such obligations on behalf of OSU shall be made in accordance with policies adopted by the Board of Regents for the Oklahoma A&M Colleges and the laws of the State of Oklahoma.

No OSU employee shall sell, offer to sell or cause to be sold, either as an individual or through any business enterprise in which he holds a substantial financial interest, goods or services to any state agency or to any business entity licensed by or regulated by the state agency, except as provided below:

No OSU department shall enter into any contract with a state employee of the agency, or with a business in which an employee holds a substantial financial interest, unless the contract is made after public notice through the purchasing department in compliance with competitive bidding procedures. This paragraph shall not apply to a contract of employment with the state.

### **REFERENCE:**

Oklahoma Ethics Rules Rule 4 – Conflicts of Interest

### **PROCEDURE**

All requests for materials, supplies, equipment, or contractual services exceeding \$50 annual aggregate in which known conflicts of interest exist shall be routed to the Purchasing Department for competitive bidding. No commitment shall be honored unless this procedure is followed.

Effective November 1, 1974

Revised: March 1990

Revised June 2018