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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Financial Services**

**AREA: Procurement and Payment Services**

**Vendor Ethics**

**MAPP 05.05.09**

**I. POLICY**

- A. As an agency of the State of Texas and member of the Texas State University System (TSUS), Lamar University (LU) holds the trust of the public. All vendors and persons doing business with LU must provide the highest level of ethics and service in all business interactions.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of the laws, statutes, rules, and regulations of the State of Texas and TSUS, including, but not limited to, the following: the TSUS Rules and Regulations, Chapter III, Paragraph 10, and Chapter VIII, Paragraph 1.3; the Texas Education Code, Chapter 51, Subchapter A; and the Texas Government Code, § 573.002 and § 2262.004.

**III. DEFINITIONS**

- A. **Vendor** is a corporation, sole proprietorship, partnership, joint venture, or individual who provides goods or services to the University. A vendor may contract directly with the University or may be a subcontractor and referred to as a supplier, consultant, agent, contractor, or any other party entering into agreements with the institution.

**IV. COMPLIANCE WITH LU AND TSUS POLICIES, RULES, AND REGULATIONS**

- A. Vendors and persons doing business with the University must comply with state and federal laws as well as LU policies and procedures and TSUS Board of Regents' Rules and Regulations. Further, all individuals that a vendor permits or requires to be on LU premises must comply with all applicable LU and TSUS rules, regulations, and policies.

**V. ETHICAL EXPECTATIONS OF LU VENDORS**

- A. A vendor shall not give, offer to give, nor intend to give at any time any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a University employee (or employee family member) that might reasonably appear to influence the employee in the discharge of official duties.

- B. A vendor shall not receive compensation for participation in preparation of specifications, requests for proposal, or formulation of any contract with the University.
- C. A vendor shall not submit a bid/proposal nor contract with the University when the vendor owners or any vendor employees are also employees of the University. Further, should a vendor owner be related in any manner to a University employee, the vendor shall disclose the relationship to the LU Procurement and Payment Services Department during the bid/proposal process and if there is no bid/proposal process, disclosure must be made in advance of negotiation of any contract. If the status of any vendor owner or employee changes during the course of the contract or purchase order, then that relationship shall be disclosed immediately to the LU Director of Procurement and Payment Services.
- D. A vendor shall certify, upon submission of a bid, proposal, or if no bid process, prior to negotiating a contract that the vendor is eligible to receive the contract. If certification is determined to be inaccurate, a vendor shall acknowledge that the contract may be terminated, and payment withheld, if the certification is found to be inaccurate.

**E. Reporting Violations**

1. In keeping with TSUS Rules and Regulations, an employee who has information indicating an individual doing business with LU has not complied or is not complying with this policy may report the conduct as follows: "If an employee has reasonable cause to believe that Component [LU] or System financial or inventoried resources may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct has occurred in relation to the operation of the Component or System, he or she shall timely and promptly report the reason or basis for the belief to the Component Internal Audit Director; to the System Chief Audit Executive; to the TSUS Fraud Reporting Hotline, the System's internet based fraud reporting hotline; or to the State Auditor's Office" (TSUS Rules and Regulations, Chapter VIII, Paragraph 1.3, Employee Responsibility).
2. **TSUS Fraud Reporting Hotline.** The hotline provides a confidential avenue for reporting concerns about potential waste, fraud, and abuse of resources, the lack of compliance with laws and regulations, or violations of ethical expectations. No effort is made to identify the person reporting and no trace of the call is performed. Reports filed through the TSUS Fraud Reporting Hotline are forwarded to and investigated by individuals independent from TSUS or LU management. Information on the hotline is available at [Report Fraud](#). (**Note.** Report broken links to the LU Office of Finance and Operations.)

**VI. NOTICE TO VENDORS**

- A. The University shall provide vendors notice of ethics requirements through posting this on Lamar's policy website or reference to the policy in bid solicitations and purchase orders.

**VII. REVIEW AND RESPONSIBILITY**

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

**VIII. APPROVAL**

|   |            |
|---|------------|
| Jeremy C. Alltop                          | 11/17/2021 |
| Vice President for Finance and Operations | Date       |
|   |            |
| Dr. Jaime R. Taylor                       | 11/22/2021 |
| President                                 | Date       |

**REVISION LOG**

| Revision Number | Date                     | Description of Changes   |
|-----------------|--------------------------|--|
| 1               | 07/08/2021<br>11/17/2021 | Version created (07/08/2021). Section V.E, Reporting Violations, updated to reflect review by TSUS Office of General Counsel and TSUS Office of Internal Audit (11/17/2021). |
|                 | 11/22/2021               | Version approved by President.   |
|                 | 12/04/2023               | As mandated by TSUS on 12/04/2023, replaced "EthicsPoint" with "TSUS Fraud Reporting Hotline." Minor change; re-approval not required.                                       |