



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Financial Services/Purchasing  
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## **Basic Guidelines for Prospective Vendors**

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### Policy:

The Purchasing Department of Alcorn State University has established basic guidelines which govern the activities of prospective vendors.

### **BASIC GUIDELINES FOR PROSPECTIVE VENDORS**

Here are the basic guidelines for prospective vendors of the University:

- Please call the Purchasing Department at (601) 877-6154 for appointments whenever possible.
- Make each visit a profitable one. Bring us a new idea, approach or product. Help us stay up to date.
- Please accept only an authorized Purchase Order from the Purchasing Department.
- Please do not accept promises from other University departments that you will be given a Purchase Order. A Purchase Order can be obtained only after proper purchasing laws and procedures have been followed.
- Please quote realistic dates so we can base our planning on good information.
- If you are discussing a requirement with one of the University departments, make sure the Purchasing Department is aware of it. We need good communication.
- Please conduct your business openly and frankly. As a state institution, all of our business transactions are a matter of public record.
- We will expect you to honor all pricing, delivery and service agreements.
- We value you as our supplier. If you have any questions or if we do anything that you do not understand, please call us.
- Please do not offer any gifts or gratuities to any Alcorn State University employee.

### **ANTI-KICKBACK**

**POLICY** The (federal) Anti-Kickback Act of 1986 was passed to deter subcontractors from making payments and contractors from accepting payments for the purpose of improperly obtaining or rewarding favorable treatment in connection with either a contract or subcontract relating to a prime contract. The provision is designed to ensure fair and equal competition among both prime and subcontractors. It is applicable to all prime contractors and their subcontractors.

### **Penalty for Non-Compliance of Anti-Kickback**

Any employee who willingly and knowingly violates the anti-kickback and procurement ethics policy of Alcorn State University is subject to dismissal from Alcorn State University and to penalties under the laws of the United States and the State of Mississippi.