



Purchasing Services Office, 801 Leroy Place, Brown Hall, Socorro, NM 87801

Telephone: 575-835-5888 Facsimile: 575-835-5887

8. Outside activities and financial interests required to be reported under federal contract and grant regulations, i.e., outside ventures (including publicly held corporations) in which you or your family members hold more than a 5 percent financial interest, or hold equity interests exceeding \$10,000.00. These may include stocks, stock options, or other ownership interests.
9. Candidacy, election or appointment to a public office (public office is defined as an appointment to a Board or Commission, or a position in state government or any political subdivisions thereof, i.e., judge, commissioner, regent, etc.).
10. Gifts, favors or gratuities for personal benefit accepted by an employee or family member from a person or business you know to be doing business with, or attempting to do business with, the Institute.
11. Any outside activities or internal activities, not otherwise required to be reported above, which the employee should reasonably conclude may create an actual or apparent conflict of interest or time commitment.

Please provide the paragraph number and a written narrative describing any relationship.

Signature

Date

1. Procurement professionals are expected to exercise and demonstrate personal and professional honesty and to respect the rights, values and contributions of others.
2. Procurement professionals are expected to be aware of and comply with relevant laws, regulations, contract requirements and New Mexico Tech policies and procedures. An unethical practice should never be condoned on the grounds that it is "customary" or that it serves a worthy goal.
3. Individuals with access to confidential, proprietary or private information must never use or disclose such information except where authorized or legally obligated to do so.
4. Procurement professionals are responsible for avoiding, where possible, real or potential conflicts of interest and commitment between personal and professional responsibilities, including relationships that have the appearance of a conflict.
5. New Mexico Tech's interests should be foremost in all official decision-making and employees and others acting on behalf of the New Mexico Tech shall remove themselves from decision-making roles that involve them in any personal capacity or which involve their friends or family members.
6. All individuals acting on behalf of New Mexico Tech have a responsibility to ensure that funds and other assets received are used in an ethical manner. Assets of New Mexico Tech (including personnel), whether tangible or intangible, are the property of New Mexico Tech and shall be used only for the purposes intended by the Board of Regents. Assets of New Mexico Tech shall not be used for the private inurement or special private inurement of any individual.

