

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 6013 **PAGE** 1 of 1

**PROCEDURE TITLE:** Conflict of Interest Related to Purchasing Activity

**STATUTORY REFERENCE:** Section 1001.65, Florida Statutes; Section 1010.04, Florida Statutes

**BASED ON POLICY:** VI-2 Bidding for Commodities and Services  
II-23 All Personnel: Conflict of Interest and Code of Ethics

**EFFECTIVE DATE:** August 2, 1978

**LAST REVISION DATE:** ~~November 8, 2005~~; December 1, 2023


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## I. PURPOSE

To address potential conflict of interest as it relates to Miami Dade College employees that participate in the procurement process of good and services.

## II. PROCEDURE

Any College employee that participates in the procurement process of goods and services, who has a financial or other interest in a supplier entity, either directly or indirectly through members of their immediate family, as defined in Section 112.312, Florida Statutes, shall immediately report such financial or other interest in writing to the Director of Purchasing. The Director of Purchasing will determine whether the interest in question should preclude the employee from participating in the procurement process. The Director of Purchasing may seek the assistance of the Vice Provost of Human Resources and/or the College's General Counsel, or their respective designees, in making the determination.

	12/01/2023
<b>PRESIDENT</b>	<b>DATE</b>