



The University of Georgia

P-CARD ETHICAL BEHAVIOR AGREEMENT

The University of Georgia has a *fiduciary* responsibility to fulfill its overall mission in compliance with applicable policies, laws, regulations and rules. This Ethical Behavior Agreement sets forth the obligations of University of Georgia employees performing the duties of either a P-Cardholder or an Approving Official and who agree to conduct *fiscal transactions* with a state issued purchasing card (P-Card) on behalf of the University as a resulting condition of her or his employment duties.

As public employees, University employees are expected to inform themselves about and comply with applicable University policies and procedures. In addition, University employees are obligated to comply with the Georgia Code of Ethics for Government Service (O.C.G.A. § 45-10-1). Furthermore, state criminal statutes provide criminal sanctions for employees found guilty of having used state funds for personal benefit or gain by means of a purchase order, government contract, credits card, charge card, or debit card, or other such payment vehicle (O.C.G.A. §50-5-80; 50-5-83; and 45-7-32).

I. Professional Values

Employees should demonstrate the following behaviors in carrying out *fiscal transactions*:

- Strive to exceed the demands for honesty, fairness, and justice in dealings both with and on behalf of the university;
- Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department;
- Exhibit professionalism in the workplace, and conduct themselves in a way that will continue to promote the public's confidence in the integrity of the University; and
- Strive to fulfill their assigned responsibilities, and be proactive in developing the skills necessary to provide high job performance.

II. Employment Responsibility

Employees shall, in the performance of their responsibilities be expected to:

- Safeguard the assets of the institution from fraud, waste, and abuse;
- Strictly adhere to the policies and procedures governing the use of the State Purchasing Card as set forth by the Georgia Department of Administrative Services (DOAS) guidelines, Board of Regents Business Procedures Manual and all applicable University policies and procedures;
- Exercise prudence and integrity in the management of resources in their custody and in all *fiscal transactions* in which they participate;

- Be fair-minded, non-discriminatory, and treat all individuals, both internal and external to the University community equitably, with civility, respect and dignity;
- Act in a competent manner and in compliance with Federal and State laws and regulations and University policies;
- Not knowingly be a party to or condone *fiscal misconduct*;
- Report *fiscal misconduct* to the Controller's Office as required by the university's policy;
- Expose corruption whenever discovered; and
- Protect privileged or confidential information to which they have access by virtue of their position.

III. Conflict of Interest

Employees shall actively avoid conflicts between personal and university interests by:

- Taking action to mitigate any real or perceived conflicts of interest;
- Never discriminating unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accepting, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties;
- Disclosing all financial and personal interests as required by university policy;
- Never using any information coming to him or her confidentially in the performance of University duties as a means for making private profit; and
- Upholding these principles, ever conscious that public office is a public trust.

To the extent any University employee has questions about his or her responsibilities pursuant to this P-Card Ethical Behavior Agreement; they should contact the P-Card Coordinators in the Procurement Office at (706) 542-7084 or (706) 542-7108.

ACKNOWLEDGMENT STATEMENT

"I acknowledge that I have reviewed the University's P-Card Ethical Behavior Agreement and agree to adhere to it during my employment at the University."

Employee Name Printed

Employee Signature

Date