

MATERIALS MANAGEMENT DEPARTMENT

Mission Statement: The Purchasing Section is committed to procuring goods and services in the most efficient and effective way to achieve the best price consistent with the quality needed to meet the requirements of the Utilities Commission.

- a. The Purchasing Section shall seek to maximize the purchasing power of public funds, while promoting fair and open competition.
- b. The Purchasing Section shall work together to create innovative approaches to the procurement process for the benefit of our customer and the Utilities Commission.
- c. The Purchasing Section shall follow a strict code of ethics, avoiding the appearance of and preventing the opportunity for favoritism.
- d. The Purchasing Section shall strive to create a friendly work environment through teamwork, respect, integrity, and honest communication.

Goals and Objectives: The primary goal of the Purchasing Section shall be to procure the needed goods and services with optimal quality and price in a timely manner. The Purchasing Section is committed to carrying out the following objectives to meet this goal:

- a. Procure goods and services in accordance with the quality, quantity, and delivery requirements of the requisitioning user;
- b. Procure items at the lowest cost that quality, quantity, delivery, and safety objectives permit;
- c. Organize and use the total buying power of the Utilities Commission in a manner that will yield maximum benefit to the Utilities Commission;
- d. Study markets to analyze prices, evaluate vendors, identify methods of reducing costs through improved specifications and supervision of supply sources, and recommend changes in product and in order quantities when conditions warrant;
- e. Seek, develop, and maintain reliable sources of supply that will create and encourage competitive bidding and free and open competition; and
- f. Maintain good vendor relations to promote the Utilities Commission reputation for fair dealing.

The Purchasing Section adheres to the NIGP Code of Ethics as our guideline regarding procurement practices.