



# 10 Commandments of Purchasing

- I. Thou shall not buy stuff unless there is money.
- II. Thou shall not play favorites among vendors.
- III. Thou shall not solicit quotes or place orders for goods and services beyond one's own purchasing authority.
- IV. Thou shall not be overly restrictive in one's specifications-don't specify a Porsche when a Ford will do.
- V. Thou shall not split up orders in attempts to avoid the procurement requirements.
- VI. Thou shall not negotiate (wheel and deal) with vendors after one receives quotes.
- VII. Thou shall not accept personal favors or discounts from vendors not available to the general public.
- VIII. Thou shall give all vendors the same information when soliciting quotes.
- IX. Thou shall be familiar with the procurement Statutes, Regulations, the Administrative Manual, and agency purchasing policies and procedures.
- X. Thou shall make every effort to buy from Alaskan vendors whenever goods and services are available from Alaskan vendors and competitively priced.