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.