

PRINCIPLES AND STANDARDS OF PURCHASING PRACTICE

ADVOCATED BY

National Association of
Purchasing Agents



LOYALTY TO HIS COMPANY
JUSTICE TO THOSE WITH WHOM HE DEALS
FAITH IN HIS PROFESSION

From these principles are derived the N.A.P.A. standards of purchasing practice.

- [1] To consider, first, the interests of his company in all transactions and to carry out and believe in its established policies.
- [2] To be receptive to competent counsel from his colleagues and to be guided by such counsel without impairing the dignity and responsibility of his office.
- [3] To buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure.
- [4] To strive consistently for knowledge of the materials and processes of manufacture, and to establish practical methods for the conduct of his office.
- [5] To subscribe to and work for honesty and truth in buying and selling, and to denounce all forms and manifestations of commercial bribery.
- [6] To accord a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.
- [7] To respect his obligations and to require that obligations to him and to his concern be respected, consistent with good business practice.
- [8] To avoid sharp practice.
- [9] To counsel and assist fellow purchasing agents in the performance of their duties, whenever occasion permits.
- [10] To co-operate with all organizations and individuals engaged in activities designed to enhance the development and standing of purchasing.

WE SUBSCRIBE TO THESE STANDARDS

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Announcing! THE AMERICAN UNIVERSITY
SCHOOL OF
BUSINESS ADMINISTRATION
and the
PURCHASING AGENT'S ASSN.
of
WASHINGTON, D. C.
Take Great Pleasure in Presenting
Their Annual Seminar on . . .
PURCHASING PROCEDURES

What? An Opportunity for Businessmen to
Attend a Highly Educational Activity
Without a Great Deal of Expense or
a Lengthy Trip

Who? Top Men in the Field of Purchasing
Will Present Their Views and Answer
Questions for You

Where? The American University, Glover
Room, Hurst Hall, Massachusetts and
Nebraska Avenues, N. W.

When? SATURDAY, APRIL 9, 1960 . . .
8:45 A.M.-4:00 P.M.

REGISTRATION FEE, \$10.00



SCHEDULE

8:45 A.M.-8:55 A.M. . . . PROFESSOR BEN A. LINDBERG
 Assistant Dean, School of Business Administration,
 The American University

8:55 A.M.-9:00 A.M. MR. JOHN ROONEY
 President, Purchasing Agent's Assn.,
 Washington, D. C.

Session 1—9:00 A.M.-10:30 A.M.



CLIFTON E. MACK
 Chairman
 Logistics Department
 Air Force Institute of Technology
 Wright Patterson Air Force
 Base, Ohio

PERSONAL SKILLS FOR PROGRESS IN MATERIALS MANAGEMENT

Mr. Mack has served as Director of The Bureau of Federal Supply of the Treasury Dept., Commissioner of Federal Supply (G.S.A.), Past President of the Washington, D. C. Purchasing Agent's Assn., and National Director of The National Assn. of Purchasing Agents. He was awarded the Presidential Medal of Merit for Supervising Special Procurement Programs during World War II. He is currently Chairman of the Logistics Dept. of the Ohio State University.

Session 2—10:30 A.M.-12:00 Noon

BIDDING PROCEDURES AND SELECTION OF VENDORS

Mr. Fadler's nineteen years of experience with Westinghouse includes services as Buyer, Purchasing Agent, Manager of Purchases and Traffic with full responsibility for stores, shipping, receiving, and material inspection, leading to his present position as Director of Purchases for the Defense and Apparatus Groups. He is active in the Pittsburgh Chapter of the National Assn. of Purchasing Agents and the National Committee on Non-Ferrous, Steel, and Materials Management.



GEORGE A. FADLER
 Director of Purchases
 Westinghouse Electric Corp.

SCHEDULE

12:00 Noon-1:15 P.M. Luncheon Break

The American University Cafeteria Will Be Available
 to Serve You

Session 3—1:15 P.M.-2:00 P.M.

VALUE ANALYSIS—WHY?



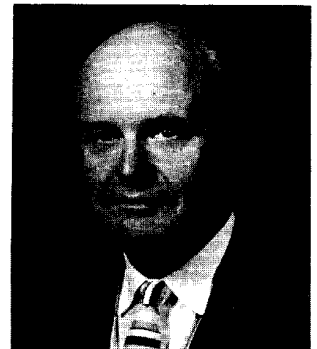
L. B. WHITEHOUSE, JR.
 Vice President, Purchasing
 Morton Mfg. Co.
 Lynchburg, Va.

Mr. Whitehouse is the Fifth District Chairman of the Value Analysis-Standardization Committee of the National Assn. of Purchasing Agents. His appointment to this high office was the natural result of his vigorous leadership of the Carolinas-Virginia Purchasing Agent's Assn. He served this group as chairman of most of its committees, leading to its presidency and national directorship. His vigorous efforts have produced intense activity on Value Analysis and Standardization in all of the Fifth District, which includes the Washington, D. C. Assn.

Session 4—2:00 P.M.-4:00 P.M.

VALUE ANALYSIS—HOW?

Mr. Miles is the recognized authority on Value Analysis and Engineering in this country. His methods and techniques have eliminated millions of dollars of costs from his company's products. He received the General Electric Charles A. Coffin Award in 1949 as recognition for his achievements. The award honors the memory of the first president of the company. The Navy Distinguished Public Service Award was presented to Mr. Miles in 1958. He is well known to most professional organizations and is much in demand as a speaker.



LAWRENCE D. MILES
 Manager
 Value Service
 General Electric Co.