

Purchasing Ethics Summary

Emery County School District

ALLOWED



- **Hospitality Gifts:** Employees can accept hospitality gifts from a vendor, as long as the value is less than \$10. The combined value of items received from one vendor in a year cannot exceed \$50. As a guiding principle, acceptance of hospitality gifts should have no influence on a purchasing decision.
 - Pens / Pencils / Stationery
 - Toys / Pins / Trinkets
 - Snacks / Appetizers / Non-Alcoholic Beverages
 - Similar

NOT ALLOWED



- **Gratuities:** Employees cannot accept any of the following from a vendor / contractor
 - Hospitality Gifts (defined above) with a value of more than \$10
 - Money / Advantageous Loans
 - Tickets / Event or Entertainment Admittance
 - Meals / Travel / Lodging
 - Similar, including anything that would imply any type of influence on a purchasing decision
- **Kickbacks:** Employees cannot accept any gratuity given in exchange for favorable treatment in a pending purchase or procurement.
- **Vendor Agent:** Employees cannot directly or indirectly be an agent for, or have a financial interest in any vendor or contractor in a transaction with the School District.
- **Position or Influence:** Employees cannot directly or indirectly use position or influence to obtain any type of benefit from a vendor or contractor.
- **Personal Purchases:** Employees cannot use school or district purchasing advantages to make personal purchases.

Questions? Contact the District Business Administrator