



## **POLICIES AND PROCEDURES**

Policy # 001.2

Subj: Division of Purchasing & General Services' Gifts and Gratuities Policy

Effective Date: June 1, 2013

Ref: UCA 63G-6a-2304.5

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### **Purpose:**

The purpose of this policy is to set forth standards of conduct for employees of the Division with the working title of Purchasing Agent, Procurement Officer, Purchasing Technician, Contract Analyst, or any other employee of the Division with duties and responsibilities at any point in the procurement process or contract administration process, regarding the unlawful use of their position or influence. This policy is intended to further promote the public interest and strengthen the faith and confidence of the people of Utah in the integrity of their government.

### **Policy:**

A. Employees of the Division of Purchasing and General Services are required to read and comply with Utah Code 63G-6a-2304.5 Gratuities – Kickbacks – Unlawful Use of Position or Influence.

B. Employees of the Division with the working title of Purchasing Agent, Procurement Officer, Purchasing Technician, Contract Analyst, or any other employee of the Division with duties and responsibilities at any point in the procurement process or contract administration process, are required to comply with the recommendation by the National Association of State Procurement Officials (NASPO) publication: State & Local Government Procurement – A Practical Guide: Chapter 3, page 29:

### **Section 7: Take Nothing, Ever**

*“A truly independent procurement professional should not accept even cookies from the vendor dropping by. Why not? It is often said, “Surely no one is bought for a couple of*

*cookies!" But if procurement professionals make it their policy to take nothing from any vendor, not even the cookies, no person can ever point to the "appearance" of a "relationship."*

*He or she who refuses to take the cookies also creates no eye witnesses who can testify against the agency in the event of a dispute. Even where government ethical rules permit a public employee to accept lunch or anything valued under \$25.00 [\$10.00 UT Procurement Code], the procurement professional should take nothing. This policy guarantees that there will be neither the appearance, nor the fact, of conflicts of interest."*