

STAFF GIFTS AND SOLICITATION – REGULATIONS

(Date)

(Show name of vendor-firm or individual from whom gift was received)

(Address)

Attention: (If addressed to a vendor-firm and not an individual, letter should be addressed to the attention of a responsible executive or officer.)

(Salutation-- as appropriate, in keeping with the foregoing)

This will acknowledge and thank you for the (gift) that you recently sent me. It is the policy of the Plainfield Board of Education, however, that representatives and/or employees of the school district not accept gifts or special considerations from any of the individuals or vendor-firms who may be prospective, present, or past suppliers of goods and services to the district.

I am sure you will appreciate that this policy is based upon our intent that all individuals be treated impartially, and the desire to preclude any suspicion that a business transaction might be improperly influenced or unethical.

(Use one of the following alternative paragraphs as appropriate.)

(For nonperishable gifts)

Arrangements have been made for the return of the gift to you.

(For perishable gifts)

As it is not feasible to return the gift to you because of its perishable nature, I am arranging to have it sent to a charitable organization.

Sincerely,

(Signature)

(Typed name of writer)

(Prepare two copies of each letter and route one copy to the office of your immediate supervisor and the other to the office of the superintendent.)

Proposed: 11/9/87

Adopted: 12/8/87

Revised: 05/14/14