

The Purchasing Post

ETHICS, Part 2

Below is an edited version from the State of Kansas Governmental Ethics Commission website (www.kansas.gov/ethics) re: guidelines for state employees ... from accepting or requesting meals, gifts, entertainment, and travel with a few exceptions (K.S.A.46-237a).

WHAT YOU CAN DO

The following can be accepted without violating the law:

- Gifts given to you by someone based on a personal relationship totally unrelated to your state duties.
- Intra-office gift exchanges, gifts for boss's day, secretary's day, etc.
- Soft drinks, coffee, or snack foods not offered as part of a meal.
- Plaques or awards with a value of less than \$40 presented in recognition of service to the community, etc., when presented at a ceremony or public function.
- Prizes given in truly random drawings.
- Rebates, discounts or promotional items available to any citizen or to all state employees.

WHAT YOU CAN NOT DO

As a general rule, you are prohibited from soliciting or accepting a free or discounted meal, the value of which exceeds \$25.00, from a source outside state government.

Some exceptions to the meal rule are:

- Meals provided at public events which you attend in your state capacity.
- Meals provided to you when it is obvious the meal is not being provided because of your state position.
- Meals provided to you at an event or meeting when your attendance at that event or meeting serves a legitimate state interest and your agency authorizes your attendance.

As a state employee, you are prohibited from soliciting or accepting any gift because of your official position. This includes, but is not limited to speaker's gifts, pens, key chains, mugs, and flowers. You may not designate a friend, family member, or entity (for example, a charity) to receive a gift that you cannot receive.

Some exceptions to the gift rule are:

- Gifts valued at less than \$40 given at ceremonies or public functions when attended in your capacity as a state employee.
- Gifts accepted on behalf of the state that become the property of the state.



**MERRY
CHRISTMAS
AND
HAPPY
NEW
YEAR
TO
EVERYONE!**

Reminder:
Purchasing is closed
from Friday, 12/24/10,
through Sunday, 1/2/11.

