

## **GIFTS AND GRATUITIES FROM VENDORS, ACCEPTANCE OF**

District employees and members of the Edmond Board of Education who are responsible for the selection, recommendation, and approval of district vendors, products, supplies, and services shall abide by the School Laws of Oklahoma which limit an employee from receiving gifts, gratuities, or benefits that would influence the purchase of materials or supplies by the School District. Each employee is personally responsible for compliance with the Acceptance of Gifts and Gratuities from Vendors. All employees are expected to act with honesty and integrity when representing and conducting the school district's business.

For the purpose of this policy, the term “**gift**” shall be defined as “gift, benefit, or gratuity.”

District employees are prohibited from accepting gifts from any vendor, person, or supplier unless specifically provided for in this policy. Gifts as specified under this policy include cash, travel, lodging, entertainment, or any other benefit which might influence the employees' selection of a vendor or supplier.

Promotional and advertising novelties with a **value less than \$75** are not considered gifts under this policy. Small and clearly identifiable advertising and promotional items such as shirts and hats, infrequent working meals, and food and beverages provided at meetings or social occasions may be accepted. Meals and entertainment should be infrequent, reasonable, and appropriate. All vendors provided activities should have a clear business purpose or promote the district's best interest.

Employees who are invited to participate in a customer appreciation event or offered a gift that has a **value of \$75 or more must report such** gift to the Superintendent by completing the Acceptance of Vendor Gift reporting form prior to acceptance of the gift or participation in the customer appreciation event. The Superintendent or his/her designee will review the request and take action on the request as he/she deems necessary. When in doubt as to whether or not to accept a gift or participation in an activity, it is best to say no and not accept it.

Employees may not accept gifts, meals, or promotional items from an individual vendor that would have an aggregate value of more than \$100 within a calendar year without reporting such gifts to the superintendent.

With the completion of the Acceptance of Vendor Gift reporting form and the Superintendent's approval, employees may accept vendor provided travel, lodging, and registration for the purpose of attending professional development conferences, workshops, presentations, training, or fostering needed business relationships.

Employees who interact socially with EPS business partners outside of the work day should use good judgment. Employee friendships with business partners are

understandable but should be conducted in a manner that does not create a questionable relationship between the employee and the business partner. Always exercise common sense and good judgment to avoid any perception of impropriety or conflict of interest.

Gifts and prizes that are won by an employee through a random drawing shall be considered outside the regulations of this policy provided the drawing is not directly associated with a specific business transaction.

Employees who do not act in accordance with the this policy could be subject to disciplinary action in accordance with state law, District policy, or the District's collective bargaining agreements.

School district vendors shall be informed of the District's policy that any payment (direct or indirect), gift, benefit, or gratuity offered to an employee or member of the board in an effort to influence the business decision to select a specific vendor or product shall be expressly prohibited.

**Edmond Public Schools  
Acceptance of Vendor Gift  
Reporting Form**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

In accordance with the terms and conditions as set forth in Edmond Public Schools policy #6200, I am requesting approval from the Superintendent of Schools to accept the gift, benefit, or gratuity that is identified below. I have read the Policy #6200, and fully understand the intent of the policy and believe that my acceptance of this gift will not create a perception of impropriety or conflict of interest with the business partner providing the gift.

Description of Gift or Customer Appreciation event offered:

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Estimate Value of Gift/Activity: \_\_\_\_\_ Vendor: \_\_\_\_\_

**I fully understand that I am prohibited from engaging in the following activities with any of our vendors and service providers:**

- **Accepting any gift or benefit offered in exchange for selecting certain vendors or products or for providing specific services or products.**
- **Accepting cash or cash equivalent (gift certificate or gift card).**
- **Soliciting or accepting kickbacks, bribes, or illegal payments from a vendor.**

I understand that violations of these guidelines may result in cessation or suspension of business activities between Edmond Public Schools and the vendor and that I could be subject to disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved By (Superintendent or Designee)

Date: \_\_\_\_\_