



county of ventura

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Director

GENERAL SERVICES AGENCY
Procurement Services
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TO: All Suppliers and Potential Suppliers

FROM: Rosa Ceniceros
Procurement Services Manager

SUBJECT: **GIFT ACCEPTANCE POLICY**

The County of Ventura regards each supplier as a business partner, and as such, feels it is important to maintain an atmosphere of honesty and integrity in all of our dealings. Therefore, your assistance in adhering to this policy is requested.

In general, County employees are prohibited from, directly or indirectly, soliciting or accepting any rebate, kickback, gift, gratuity, or favor for personal gain from any individual, corporation, or group.

Procurement staff (or other individuals involved in the procurement process) shall not accept any form of gratuities. This policy is not intended to exclude non-consumable marketing or promotional mementos valued at \$25 or less (i.e., calendars, pens, paper clip holders, pencils, cups, etc.). Please note that this specific limitation differs from, and may supersede, the County policy applicable to all County employees.

Feel free to contact me at (805) 654-5133 with any questions or comments.