

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: GIFTS AND GRATUITIES

ADOPTED: November 14, 2007

REVISED:

702.1. GIFTS AND GRATUITIES	
1. Purpose	The purpose of this policy is to provide guidance to employees of the School District of Borough of Morrisville engaged in the purchasing function concerning the receiving of gifts and/or gratuities.
2. Definition SC 807.1	Buyers , for the purpose of this procedure, are those persons authorized to purchase on behalf of the school district as stated in Section 807.1 of the School Law of Pennsylvania.
3. Delegation of Responsibility	It is the responsibility of the Business Administrator to ensure that personnel involved in the purchasing function: <ol style="list-style-type: none"> 1. Read and understand all relevant policy and procedures relating to the purchasing operations. 2. Annually review and discuss all relevant policy and procedures to ensure that their understanding is current and clear.
4. Guidelines	<p>No district employee shall accept gifts, personal loans, or other special considerations from an individual or business organization doing business or prospective business with the school district.</p> <p>Loans are not to be accepted from an individual or organization having prospective dealings with the school district unless such individual or organization is in the business of making loans to individuals and such loan is strictly independent of any activities within the school district.</p> <p>No employee shall permit any influence which could conflict with the best interest of the school district or prejudice the district's reputation.</p>

<p>School Code 807.1</p>	<p>Association with supplier representatives at luncheons, dinners, or business organization meetings are helpful in establishing better business understanding, and is neither questionable nor unethical, provided that the buyer keeps himself/herself free of obligations and does not accept any overnight stays or travel from the representative.</p> <p>The responsibility for adherence to this policy is a joint one. Individuals who represent the school district must be beyond challenge or reproach in every business transaction, and not allow themselves to be placed into a position where their judgments can be influenced.</p> <p>Any employee who is offered or receives such payment or gift, with the exception of food products which must be consumed in the workplace or gifts with a market value of more than \$25, shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver of the school district's policy prohibiting its acceptance.</p> <p>Any employee not complying with this policy shall be subjected to appropriate disciplinary action.</p>
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