



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
**David J. Sasek, P.E.**  
Agency Director


**Craig Cluffs, P.E., CEM**  
Chief Deputy Director  
Facilities & Materials

**Greg Bergman, C.P.A.**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department Deputy Director

TO: All Suppliers and Potential Suppliers

FROM: Boyd Donavon   
Interim 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 solicit any form of gratuities. Unsolicited consumables up to \$50 may be accepted and shared with employees.

Feel free to contact me at (805) 654-3778 with any questions or comments.