

Doña Ana County Head Start

4.00.15 Gifts and Gratuities

No employee of NMSU, in particular those engaged in the procurement function including, but not limited to, Purchasing Agents and Buyers, shall accept favors, gifts, or gratuities either directly or indirectly from any vendor, representative, or business firm. This applies to every employee regardless of the nature of his or her position at NMSU.

(bpm/cpo/purchasing)

As pursuant to the policy mentioned above, I, the undersigned, agree to comply with this university ruling.

Employee Signature

Date

Staff Signature

Date