



January 23, 2017

Re: Reporting of Gifts given to County Employees and Officials

Pursuant to DeKalb County Purchasing Policy and Executive Order 2014-4, to the extent that any gift (“gift” means anything of value including a meal, expense, tickets or other item) is permitted to be given to a DeKalb employee or official under the Ethics Code of DeKalb County and Executive Order 2014-4, the contractor must provide a quarterly, written disclosure of the exact nature and value of the purchase to the DeKalb Ethics Officer.

Beginning in January of 2017, the Ethics Board will be providing all county contractors, vendors, suppliers and service providers with an easy method to comply with the quarterly gift reporting requirements of Executive Order 2014-4. A disclosure form can now be accessed and completed directly on the DeKalb Ethics Board website at:

<http://www.dekalbcountyethics.org/contractor-vendor-filings/>

All DeKalb County contractors (which includes suppliers, vendors and service providers) shall complete the disclosure form by January 15 (except for the last quarter of 2016 – see below), April 15, July 15 and September 15 for the previous quarter. As an example, the January 15 report shall cover the previous quarter of October, November and December.

We will give all county contractors and vendors’ additional time to complete the gift reporting for the last quarter of 2016. Therefore, the report due for Oct – Dec 2016 will be due on February 28.

Filing disclosures must be made regardless of whether a gift has been made to a DeKalb employee or official. If no gifts have been made to a DeKalb employee or official in the reporting quarter, there will be a place for the filing organization to confirm that no gifts have been made. Receipts for any gifts should be maintained for at least a two year period following the purchase.

Only one disclosure report shall be required per organization or business. The person who completes the gifting disclosure form must be an officer of the filer and must confirm that the disclosure is made on behalf of the filer and that all reasonable efforts have been made to ensure the disclosure is complete and accurate.

If you have any questions, do not hesitate to contact the Ethics Officer at skalberman@dekalbcountyga.gov. Thank you for your cooperation.

www.dekalbcountyethics.org

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