



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-16

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Vendor Giveaways and Employee Responsibility

The Office of State Uniform Payroll (OSUP) has been informed that some vendors are offering giveaways during solicitation visits to state employees. Giving away items/gifts of monetary value to state employees is strictly against §1115 of the Louisiana Code of Governmental Ethics and is prohibited by OSUP. The only allowable giveaways are promotional items with no substantial resale value and food and drink that employees consume while the vendor or representative is present.

Please notify all employees that acceptance of items/gifts of monetary value is also strictly against the ethics codes. A similar notice has been sent to all miscellaneous insurance vendors authorized for payroll deduction.

If you have any questions, please contact Angela Woods at (225) 342-5345.

JWC:ACV