

October 30, 2007

By Electronic Mail Only

Re: AO-07-77

You inquired whether you or others in your agency may use a gift card worth \$100 given to you/Anne Arundel County by a vendor with your agency. Specifically, you inquired whether the card may be used for work related purchases. The gift card, which can be used for parts or service with this vendor, was given because you/the county has been a “valuable customer.” The ethics commission advises that this gift card is a gift to Anne Arundel County, and as such, may only be used at the direction of the Chief Administrative Officer.

As you know, there is a specific [administrative procedure](#) dealing with the disposition of gifts to the county. It may be the CAO will authorize your department to use the gift card for agency needs, since it is your department that does business with this vendor, but that is a decision that must be paid by the administration.

Thank you for your inquiry. Please contact the commission office if you have additional questions.

The Anne Arundel County Ethics Commission

/s/

By: _____
Betsy K. Dawson, Executive Director