



www.maricopa.edu

**Purchasing**

Dear Valued Supplier,

We feel that it is appropriate to remind you and other members of the business community of the Maricopa Community College District's policy on gifts and gratuities. As stated in our Vendor Guide under the section titled Gratuities and Conflict of Interest: [www.maricopa.edu/purchasing/vguide/index.htm](http://www.maricopa.edu/purchasing/vguide/index.htm)

***“Purchasing staff and all other MCCCCD employees are prohibited from accepting gifts, gratuities or favors, though the intent may be customary or honorary in practice. All MCCCCD employees and vendors are subject to appropriate civil and criminal statutes related to conflict of interest, bribery, and other similar offenses.”***

This extends from holiday candy and food to any items of value including travel and accommodations and tickets to sporting or other events.

We value our business relationship with you and would like to focus on working together on delivering the best of products and services to our students and staff. We ask that you advise all your sales and marketing staff and anyone else who might work with our colleges and district staffs of this reminder.

To assist in the identification of your staff who may deal with us, we are comprised of the following institutions: Chandler-Gilbert Community College, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, South Mountain Community College, Maricopa Skill Center, Southwest Skill Center and the Maricopa County Community College District Office. As a further point of clarification, the Maricopa Community Colleges Foundation is a separate 501 (c) (3) non-profit organization dedicated to philanthropic support for scholarships, programs and services and is not included in this list.

Please don't hesitate to contact me if you have any questions about our policy.

Thank you.

Sincerely,

Richard W. Sauriol, CPPB  
Purchasing Manager

**A COMMUNITY OF COLLEGES...A WORLD OF OPPORTUNITY**

Chandler-Gilbert • Estrella Mountain • GateWay • Glendale • Mesa  
Paradise Valley • Phoenix College • Rio Salado • Scottsdale • South Mountain • Skill Centers  
The Maricopa County Community College District is an EEO/AA institution

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