



CITY OF PHILADELPHIA

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## **ADVISORY ALERT**

*November 15, 2007*

### **To: All City Vendors**

The purpose of this Advisory Alert is to remind City vendors that they may not offer traditional holiday gifts or anything of value to Philadelphia officials and employees in the administrative branch of City government.

On August 12, 2004, Mayor John F. Street issued Executive Order 002-04, which prohibits City officials and employees in the administrative branch from receiving gifts or anything of value from any business or person that is located within the City or does business in the City and is subject to City action. The gift ban applies at all times throughout the year, but also to traditional holiday gifts that vendors typically give to their clients and potential clients during the holidays.

If you or your company violates the gift ban, you may be subject to sanctions with regard to future City contracts, which can include being barred from any City contracting.

You can read Executive Order 002-04 and learn more about the gift ban and other ethics and campaign finance rules at the Philadelphia Board of Ethics web site, at: [www.phila.gov/ethicsboard](http://www.phila.gov/ethicsboard). If you have questions about this Advisory Alert, please contact the Ethics Board.

J. Shane Creamer, Jr.  
Executive Director