



CITY OF PHILADELPHIA

OFFICE OF THE MAYOR

JOHN F. STREET, ESQUIRE
MAYOR

December 7, 2005

Dear Vendor:

With the holiday season now upon us, it is important to remember that you may not offer traditional holiday gifts or anything of value to Philadelphia officials and employees in the administrative branch of government.

On August 12, 2004, I 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 violate 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 rules at the Philadelphia Board of Ethics' website, at:
www.phila.gov/ethicsboard.

Thank you for your cooperation.

Sincerely,

John F. Street