

08/2015

DISCLOSURE OF EMPLOYEE'S RECEIPT OF GIFT, FAVOR, SERVICE OR ENTERTAINMENT VALUED AT A TOTAL OF MORE THAN TWENTY-FIVE DOLLARS

On January 31, 2014, the Allen County Commissioners amended the Ethics and Conflicts of Interest Ordinance originally adopted on May 5, 2005. This Ordinance is applicable to Agencies, Elected Officers, Employees, and Special County Appointees whose budgets are reviewed and approved by the Allen County Council. Pursuant to section 18-1-2-2 of the Ordinance, "An Employee, with the exception of an Elected Official, shall file a written report with the Commission reporting any personal Gifts, favors, services, or entertainment valued at a total of more than twenty-five dollars (\$25) from a Person that has a Business Relationship with the Employee's Agency."

This form is to be used by an Employee to disclose the Employee's receipt of any personal Gifts, favors, services, or entertainment valued at a total of more than twenty-five dollars (\$25) from a Person that has a Business Relationship with the Employee's Agency. After this form is completed, it should be filed with the Allen County Ethics Commission in the Office of the Allen County Commissioners. An Elected Official, rather than use this form, shall report all such Gifts, favors, services, or entertainment in accordance with the applicable provisions of the State Election laws.

1. Full name of Employee and Job Title: _____
2. Employee's Authority or Elected Officer: _____
3. Specific nature of personal gift, favor, service or entertainment received: _____

4. Estimated Value of personal gift, favor, service or entertainment received: _____
5. Donor of the gift, favor, service or entertainment received: _____
6. Explanation of business relationship with donor: _____

Date: _____

Signature of Employee

By signing below, I acknowledge that the above signed employee has made me aware of this disclosure.

Date: _____

Signature of Authority or Elected Official