


**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
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MEMORANDUM

TO: COMMISSIONERS AND AGENCY HEADS
FROM: Ryan Low, Commissioner 
Department of Administrative & Financial Services
DATE: November 30, 2009
RE: ACCEPTING GIFTS

As the holiday season approaches, it is an appropriate time to remind everyone of the policies regarding the receipt of gifts. Please circulate this information within your agency.

It is against State policy for an employee to accept gifts from any person or business that conducts business, or expects to conduct business, with the State of Maine.

Further, it is unlawful (Title 17-A M.R.S.A. Sections 602, 604, 605 and 606) for persons or businesses to give gifts to State employees and for State employees to accept gifts that are intended to improperly influence the State employees in the exercise of their duties.

For the purpose of administrative guidance, gifts do not include advertising items of nominal value such as calendars, pens, or pencils. However, goods and services which involve a pecuniary benefit should be considered to be gifts.

With the above in mind, I ask for your cooperation and good judgment when a gift is offered. Please feel welcome to reference this notice when declining a gift.

PLEASE CIRCULATE/POST