



City of Scranton Board of Ethics

Acceptance of Gifts Report

The reporting of gifts and other items or services of value is required by the City of Scranton Code of Ethics (Code). Section 6(B)(1)(a) states:

No City official or employee or member of his/her immediate family shall accept or solicit any gift, gratuity, money, favors, invitations, food, drink, loans, promises, or other benefits (collectively referred to as "gifts") from any person, firm, corporation, or association which to his knowledge is interested, directly or indirectly, in any manner whatsoever, in business dealings with the City....¹

The Code also requires, in all but de minimis cases, the acceptance of an item or service be reported to the City Clerk's Office.² If you are unsure about the need to report a gift, items, or service, please contact the City Clerk's Office at 570-348-4113. This form must be filed with the City Clerk's office upon its completion.

Name and Position: _____

Item Received: _____

Approximate Value: _____

Date Received: _____

Name and Address of Donor: _____

Report Prepared By: _____

Date: _____

¹ See also Section 6(B)(2) of the Code which lists exceptions to the prohibition.

² See Section 6(B)(3)(a).