

Meyers, Robert (COE)

From: Meyers, Robert (COE)
Sent: Tuesday, July 19, 2005 1:07 PM
To: Cabrera, Aimee (GSA)
Subject: RE: Gift

Aimee,

You have three options and it is entirely up to your department to decide what to do with the clock. Option #1 is to return the gift to Mr. Frazier; option #2 is to donate it and option #3 is to retain it and report the gift to the County Manager. All three options are perfectly acceptable, although option #2 makes the least sense because it is a personalized gift that has little value to anyone outside the County. If you select option #3, then you must comply with Administrative Order 1-3, which explains what to do when accepting a departmental gift. In essence, you simply need to report the gift to the Manager's Office on a gift disclosure form – have the department director sign as the person who has accepted the gift on behalf of the department. If you select option #1, then I would attach a note to Mr. Frazier explaining why you are returning the gift and then copy this letter for the file.

If you have any additional questions, please contact me at your convenience.

Thanks,

Robert Meyers

From: Cabrera, Aimee (GSA)
Sent: Tuesday, July 19, 2005 10:05 AM
To: Meyers, Robert (COE)
Subject: Gift

Bob:

I need your help. Bernard McGriff had received a gift from Ron Frazier during the holidays. As you know, Bernard is no longer with GSA. When he left, he did not take the gift with him; he asked us to donate it.

I opened the gift in order to identify the contents and figure out what agency that we could donate the gift to. The gift is a wall clock and the face of the clock is the county hook with the new logo. Can we keep the gift and display it in a common area or should we either donate the clock or return to Mr. Frazier??????? Please let me know. Thanks for your assistance.

Aimee Cabrera
Assistant to the Director
General Services Administration
305-375-1156
305-375-4968 - fax

7/19/2005