

SAM-PURCHASES (Cont.d)

TRADING STAMPS (Reviewed 12/12)

3613

State employees must not accept trading stamps issued in connection with State purchases; for example, when buying gasoline for State cars. The State has a statewide contract under which credit cards are used, which affords favorable prices to the State. Service station operators have no obligation to issue trading stamps or any other considerations for services to State vehicles under this contract.

If, however, contrary to regulation a State employee does receive trading stamps in connection with any State purchase, such stamps are the property of the State and under no circumstances may an employee use them for his/her personal benefit. It is the responsibility of the employee to immediately transmit them to the accounting office of his/her agency.

When the agency accounting officer has accumulated a sufficient quantity of trading stamps, he/she should contact an institutional agency to arrange for transmittal of the stamps to an institution where they can be used to secure items for inmate or patient recreation such as athletic equipment, stationery, etc.