

Princeton University

Office of the Treasurer

Purchasing Department
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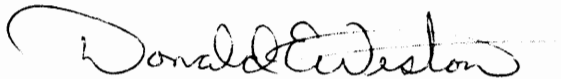
Dear Vendor,

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from a vendor or contractor or from a potential vendor or contractor.

Ordinary business courtesies, such as payment for a modest lunch are acceptable when approved by the Director of Purchasing in advance. Gifts which are promotional items without significant value (less than \$25.00), and which are distributed routinely by the vendor to clients, are also acceptable. Gratuities or gifts of money to an employee cannot be accepted at any time.

Your cooperation is expected and appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Donald E. Weston". The signature is written in black ink and is positioned above the printed name.

Donald E. Weston

Director of Purchasing