

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.23	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: NONE	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: USAGE OF PERSONAL REWARDS CARDS FOR PURCHASES	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 29 *Del. C.* §8903 (4)(5)(7); State of Delaware Budget and Accounting Policy Manual

II. PURPOSE: To ensure employees do not personally benefit through the use of rewards cards for the purchase of goods and services with State funds.

III. APPLICABILITY: All Department employees.

IV. DEFINITIONS:

Rewards Card: Store, club or loyalty card/program that encourages purchasing behavior and provides cardholder with benefits such as earning points towards future purchases, gift cards and special discounts.

V. POLICY: Employees are not permitted to utilize personal rewards cards when purchasing goods or services with State funds, even if purchase is made out-of-pocket and reimbursed by the State. Acceptance of items or any other benefit, including but not limited to, customer loyalty points, rewards, free items or gift cards for the benefit of the employee is strictly prohibited by the Department.

Employees and supervisors must review Department Policy 12.2, Travel Policy, relative to usage of promotional plans such as frequent flyer programs. Promotional plans for travel expenses are not expressly prohibited, but employees may not specify particular airlines, hotels, car rentals, etc. to accumulate mileage or points for personal benefit. Employees must select airlines, hotels, car rentals, etc. that are the most advantageous to the State.

