

<b>Subject:</b> Property Sales to Employees	<b>Number:</b> 3-5
	<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b>
<b>Responsible Department:</b> DAS—Purchasing	<b>Approved:</b>

## Purpose

To establish an overall policy regarding the sale of real or personal property to City employees.

## Procedures

1. It will be the policy of the City to allow City employees to participate in the purchase of City property, real or personal, when:
  - a. Offered for sale through the process of a sealed bid.
  - b. Offered for sale through an auctioneer, where the auction is to be appropriately announced as being open to the general public.
2. No City officer or employee shall purchase the property when the officer or employee participated in the decision that the City property involved was surplus or could be sold.
3. When an employee submits a sealed bid or takes title to surplus property, the employee shall sign a disclaimer (see attached form) stating he/she is not excluded by Subsection 2 of this Administrative Order from buying property.
4. These prohibitions shall be construed to prohibit the employee from purchasing or coming into ownership of said property, either directly or through intermediaries.
5. Any violation of this policy may result in disciplinary action.

## **DISCLAIMER**

I hereby state that I am not excluded by Subsection 2 of Administrative Order 3-5 from purchasing surplus property of the City of Fresno.

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Signature

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Date