

Paul D. Belew, C.P.M.
Assistant Vice President
for Materials Management

Materials Management Administration

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ATTENTION:

HOTELS PROVIDING SERVICE TO UT SOUTHWESTERN GUESTS AND EMPLOYEES

TO WHOM IT MAY CONCERN:

The University of Texas Southwestern Medical Center requires your compliance with the Universities Standards of Conduct and Conflict of Interest Policy. Your current business practice of offering prizes, free room nights, spa packages, premium points or other inducements to our administrative personnel is a clear violation of the Universities Policies for our employees to accept. It is acceptable for employees to attend receptions and other marketing events that showcase hotel facilities. It is not acceptable to offer cash, cash equivalent such as credit cards/coupons or anything more than a *de minimis* value (cups, caps, notepads, logo items). Door prizes and drawings for prizes are included in this restriction.

UTSW Standards of Conduct:

"Both state law and UT Southwestern policy prohibit soliciting, offering, or accepting any gift, favor, or service that is in exchange for an official act that might reasonably appear to influence the way you discharge your official duties, or that someone offers with the intent of influencing you in your official duties. Under certain circumstances, soliciting, offering, or accepting gifts, favors, or services may constitute bribery or another criminal offense."

Sincerely,



Paul Belew

Assistant Vice President of Materials Management

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