Before accepting, you must identify the source of the gift, determine the value of it, and the motivation for giving it.

**SOURCE:** Is the gift from a vendor, lobbyist, or principal or employer of a lobbyist who lobbies, sells, or leases to your employer? If yes, then there is a $100 gift limit.

**VALUE:** You are prohibited from accepting any gifts with a value over $100 in the aggregate for the calendar year from any person or entity that is a vendor, a lobbyist, or a principal or employer of a lobbyist who lobbies or who sells or leases to your employer.
- If the gift is not from a vendor, lobbyist, or principal or employer of a lobby, then you must report the gift if its value is over $100.

**MOTIVATION:** You are always prohibited from accepting a gift from any person where the gift is in exchange for the past, present, or future performance of an official act or legal duty or otherwise constitutes a quid pro quo for an official action.

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**How do I determine the value of the gift?**

- For a tangible item, the value is the actual cost of the item.
- For a ticketed event, the value is the face value of the ticket.
- For a gift provided to several individuals (such as fruit baskets or food platters), the value is the cost of the item divided by the number of persons who partake.
How do I identify the source of the gift to determine if it is from a vendor, lobbyist, or principal or employer of a lobbyist who lobbies, sells, or lease to your employer?

The gift I received is valued at over $100 from a non-prohibited source. What does the Code require me to do?

Gifts valued at over $100 must be reported according to Code Sec. 2-444(f).

- **Non-state reporting individuals** (which includes most employees) will report gifts over $100 on a PBC Gift Form.
- **State reporting individuals** (officials and certain department heads) must comply with Florida Statutes, §112.3148.

How to identify VENDORS

- For employees of Palm Beach County - Use the PBC Vendor Search: https://www.pbcgov.org/pbcvendors
- For employees and officials of municipalities - Contact your municipality’s Purchasing Department for a list of vendors.

How to identify LOBBYISTS & PRINCIPALS of LOBBYISTS

- For employees and officials of Palm Beach County and municipalities, except Riviera Beach, West Palm Beach, and Palm Beach Gardens - Search the PBC Lobbyist Registry https://secure.co.palm-beach.fl.us/lrs/registry/searchregistry.aspx using the following steps:
  a. Select **Government Entity** in the “Search By” field;
  b. Enter the agency in the “Select” field and Lobbyist in the “Show” field.
  c. Click “Search” then “Export Report” under Search Results.
  d. Now you will have an excel spreadsheet you can search for specific names to find any lobbyist registered for that entity.
  e. Repeat steps a. – d. above, but select Principal in the “Show” field in b.

- For Riviera Beach employees and officials, contact the City Clerk at 561.845.4090
- For West Palm Beach employees and officials, search https://wpb.org/Departments/City-Administration/City-Clerk/Lobbyist-Registration/Registry
- For Palm Beach Gardens employees and officials, go to https://www.pbgfl.com/549/Lobbyist-Registration and click on Registered Lobbyists.

If you have questions, remember to:

Ask First, Act Later

561-355-1915