

<b>Title:</b>		<b>Contents:</b>	<b>PP-2500</b>
<b>REBATES/COUPONS/PREMIUMS/INCENTIVES</b>		<b>Submitted By:</b>	<b>Purchasing Division</b>
		<b>Approved By:</b>	<b>Purchasing Agent</b>
<b>Effective Date:</b>	<b>12-10-01</b>	<b>Supersedes No.:</b>	<b>Page No.</b>
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**Policy**

Premiums, gifts, cash rebates, etc. redeemed from coupons packaged with products purchased by the County are the property of the County of Los Angeles.

**Guidelines**

Vendors and manufacturers should be encouraged to offer their best prices without the coupons or rebates and thereby, benefiting the County.

1. Departments are responsible for establishing internal controls for collecting, safeguarding and accounting for product coupons for subsequent redemption. Coupons with "cash value" shall be deposited in the County treasury as required by law.
2. All premiums must be used for legally authorized purposes only. Premiums shall not be given to County employees.
3. The department and the Purchasing Agent may attempt to negotiate a cash exchange for items deemed to be inappropriate for redemption. Such items include jewelry, liquor, toiletries, etc. If a cash exchange cannot be agreed upon, the attempted redemption items may be considered as surplus and disposed of in accordance with the Los Angeles County Decentralized Surplus Property Disposal Program.