



Putnam
New York

MISSION ~ Empower individuals
to achieve their highest quality of life.

Did you know that using items purchased by **The Arc Putnam NY**, for personal use -- as opposed to business use, or conducting personal business on work time, could be considered fraud, waste or illegal activity?

The below examples are not permitted, and could be considered fraud, waste or illegal activity:

- ◆ Using an Agency vehicle for personal use. This includes personal errands, stopping at your home, or visiting friends - even if you have a program participant with you.
- ◆ Bringing home food items, even if you replace the item the next day.
- ◆ Doing your laundry at work, even if you bring in your own detergent.
- ◆ Swiping in or out for a fellow staff member, or asking a staff member to swipe you in or out.
- ◆ Using a Tax Exempt Form for your personal use. Tax Exempt Forms are to be used only for Agency approved purchases.

If you have any questions or suggestions, please feel free to contact your Manager, Director, Quality Assurance/Corporate Compliance staff, or the Chief Compliance Officer.

look forward to hearing from you.

John A. Meier

Chief Compliance Officer

- **Chief Compliance Officer:** **John A. Meier**
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