



Procurement and Sourcing Services

Effective Date:	July 31, 2002
Last Update/Revision:	March 1, 2012
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Procurement and Sourcing Services
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1006

Policy Name: Gifts and Gratuities

Purpose: To establish guidelines for University employees conducting University business with suppliers.

Policy: General

- No University employee shall accept gifts, personal loans, entertainment or other special consideration from any individual or business organization doing business with the University.
- Loans may not be accepted from an individual or organization having actual or prospective dealings with the University unless such individual or organization is in the business of making loans.
- No employee shall solicit or permit any influence which could conflict with the best interests of the University, or adversely affect the University's reputation.
- Provided the buyer keeps free of contractual obligations, association with supplier representatives at luncheons, dinners, or business organization meetings may be helpful in developing improved business understanding. University purchasing personnel may act as hosts on occasion, with a part of their operating expenses.
- Responsibility for adherence to this policy is joint. Individuals who represent the University must be beyond challenge or reproach in every business transaction, and must not let themselves be put into a position where their judgment can be influenced.
- Any employee who solicits or receives any payment or gift of more than nominal value (\$20) shall refuse or return the gift in a tactful and dignified manner, advising the giver of the University's policy prohibiting its acceptance.
- Any employee not complying with this policy shall be subject to appropriate disciplinary action.

This Policy Applies to: All Departments

Procedure: None

Exceptions:

None

Forms:

None