ACCEPTANCE OF GIFTS OR OTHER SPECIAL BENEFITS FROM VENDORS TO THE UNIVERSITY

1.0 Purpose

This policy describes the general guidelines for accepting gifts or other benefits from vendors to the University.

2.0 Policy

Several existing policies address, in part, the topic of the acceptance of gifts or other special benefits. These policies are:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.A.2</td>
<td>Reporting Fraudulent Transactions</td>
</tr>
<tr>
<td>VI.G.1</td>
<td>Travel Expenses (Topic: &quot;Travel Privileges/Unused Tickets&quot;)</td>
</tr>
<tr>
<td>IX.A.1</td>
<td>Restrictions in Gifts and Bequests</td>
</tr>
<tr>
<td>IX.A.2</td>
<td>Solicitation and Acceptance of Certain Types of Gifts</td>
</tr>
<tr>
<td>XV.A.1</td>
<td>Conflict of Interests (Topic: &quot;Solicitation and Acceptance of Gifts, Travel, etc.&quot;)</td>
</tr>
</tbody>
</table>

Basically, these policies state that employees (faculty or staff) cannot accept gifts or other benefits of value for services performed within the scope of their official duties as University employees. Also, employees should not accept gifts or any special benefits of any nature from vendors.

All goods and services acquired by the University, through purchase, gift, or otherwise, become the property of the University. Discount coupons or other things of value received in connection with a procurement transaction, even if not included in that transaction, also become the property of the University. Any department receiving such items should immediately notify the Director of Procurement Services of the receipt. Such notification must occur within three business days.
If the item can be used for University business by the department making the original purchase, the department will be authorized to retain the item. If the item cannot be used by the department, Procurement Services will transfer the item to another department which can use it. If the item was received by an academic division department, an attempt will be made to assign it to another academic division department before offering it to a Medical Center department, or vice versa.

Under no circumstances can the item be given to or retained by an employee for his/her personal use.

Gifts of goods or services--past, present, or future--to the University or to an individual cannot influence the selection of a vendor to provide goods or services to the University.

Acceptance of gifts or other special benefits can give the appearance of impropriety, compromise the employee's integrity, or potentially place an employee in a conflict of interest situation. Under certain circumstances, the employee could be charged with fraud.

Rather than accepting such a gift or special benefit, employees should suggest the vendor keep it and instead provide better pricing or service in the future. Otherwise, the gift or special benefit becomes the property of the University. The department should notify the vendor of that fact when the gift or special benefit is received.

DEPARTMENTS RECEIVING GIFTS OF ANY VALUE MUST COORDINATE THE RECEIPT WITH THE DEVELOPMENT OFFICE'S GIFT ACCOUNTING SECTION, which will assist the department in the proper receipting and reporting of such.

3.0 Definitions [Top]

Gifts or other special benefits are defined in this context as money, meals, loans, entertainment, advances, favors, special discounts, certificates, coupons, services, free merchandise, or any other thing of value. For vendor-paid travel, see "Travel Expenses", Policy VI.G.1 and "Preparing Payment Vouchers", Procedure 6-101. NOTE: "Conflict of Interests," Policy XV.A.1 lists items of miscellaneous value bearing advertising or of nominal or minimal value which employees can accept.

4.0 References [Top]

5.0 Approvals and Revisions [Top]

Previous version in effect from 11/11/92 to 4/11/00 available in policy archive.