

COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 304</b>
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Gifts and Gratuities</b>	Effective date: 01/01/2000
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**CMP 304: Gifts and Gratuities**

The university's definitive policy on the acceptance of gifts and gratuities from vendors and others is found in the Purchasing Services Policies and Procedures Manual - Introductory Material, Section 104, - Gifts and Gratuities. The policy directs employees to report to the University Advancement Office any gift made to the university and restricts employee acceptance of personal gifts and gratuities to those of nominal or minor value (e.g., advertising tokens, food, and refreshments).