

COMPTROLLER POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY: CMP 304
	Section: 300 Deposits of University Funds
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Gifts and Gratuities	Effective date: 01/01/2000
	Revision date: 01/29/2016

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).