

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 104-00</b>
	Section: 100 Ethical Considerations
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	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Gifts and Gratuities</b>	Effective date: 07/01/1996
Source: University policy Arizona Administrative Code R2-5-501(C)(4)	Revision date:

### PURPOSE

To restrict the acceptance of gifts or gratuities by University employees from vendors or others doing business with or seeking to do business with the University.

### POLICY

#### **PUR 104-00-01: Gifts to the University**

Any gift to the University must be reported to the Development Office and all monetary gifts must be deposited in the NAU Foundation for the purpose of acknowledging the gift and issuing an official NAU gift receipt.

#### **PUR 104-00-02: Promotional Items from Vendors**

Promotional items are those items that are received as a result of a vendor's marketing promotion. An example of a promotional item is when a vendor advertises that you will receive a sport duffel bag with your purchase of \$175 or more.

Promotional items may be accepted, but are the property of the University since they are a result of utilizing University funds for the purchase. Promotional items may be used by departments as items distributed through a drawing such as those that occur at the employee mixer.

#### **PUR 104-00-03: Prohibited Gifts to University Employees**

University employees shall not accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is or may appear to be designed to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business of financial arrangements with the University (e.g., a vendor who has interests that might be substantially affected by the performance or nonperformance of the employee's duty).

This includes both present and potential suppliers and contractors to the University and agents working on behalf of suppliers and contractors.

#### **PUR 104-00-04: Permissible Gifts to University Employees**

University employees may accept from vendors and others:

1. Unsolicited advertising or promotional material such as pens, scratch pads, and calendars.
2. Occasional business lunches or food and refreshments of insignificant value.
3. Other items of nominal or minor value (e.g., a box of candy or fruitcake) that are merely tokens of appreciation and not related to any particular transaction.

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**PUR 104-00-05: Accepting Gifts**

Refer to Comptroller policy [CMP 303](#)