

## **Academic Affairs Manual (ACD)**

### **ACD 204–06: Gifts and Gratuities**

**Effective:** 3/1/1965

**Revised:** 3/1/2024

The university’s definitive policy on the acceptance of gifts and gratuities from vendors and others is found in the *Purchasing and Business Services Policies and Procedures Manual*— [PUR 203](#), “Gifts and Gratuities.” The policy directs employees to report to the Development 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).