

About the Manuals

■ Accessing the Manuals

- Academic Affairs
- Capital Programs Management Group
- Environmental Health & Safety
- Facilities Management
- Financial Services
- Property Control System
- Police Department
- Parking and Transit Services
- Purchasing and Business Services
- Research and Sponsored Projects
- Staff Personnel
- Student Services Manual
- Sun Devil Athletics

Index of Policies

■ Process

■ Archives

■ Contact Us

Purchasing and Business Services Manual (PUR)

Effective: 3/1/1965

Revised: 11/12/2014



PUR 104: Gifts and Gratuities

Purpose

To direct the disposition of gifts to the university and to restrict the acceptance of gifts or gratuities from suppliers or others doing business with or seeking to do business with the university

Source

University policy

Policy

Gifts to the University

All cash, checks, securities, insurance policies, letters, and legal documents for in-kind gifts to the university must be brought to the ASU Foundation to credit the appropriate agency/org and to acknowledge the gift and issue an official ASU gift receipt. The ASU Foundation operates the financial management aspects of the ASU Development Office, which is responsible for processing all gifts to ASU.

Gifts to University Employees

Prohibited Gifts and Gratuities

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 or financial arrangements with the university (e.g., a [supplier](#), 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.

Permissible Gifts and Gratuities

University employees may accept from suppliers and others:

1. unsolicited advertising or promotional material such as pens, pencils, scratch pads, and calendars
2. occasional business lunches or food and refreshments of insignificant value and
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.

Cross-Reference

To see the declining of gifts and gratuities in a larger ethical context, see [PUR 102](#), "Code of Ethics."

[PUR](#) manual | ASU policies and procedures [manuals](#) | [Index](#) of Policies by Title | PUR manual [contact](#) | Purchasing and Business Services Web [site](#)
[Back to Top](#)

