

# *Policies and Standards*

<i>SECTION:</i> <b>Purchasing</b>	<i>NO.</i> <b>2.3</b>		
<i>CHAPTER:</i> <b>Practices</b>	<i>ISSUED:</i> <b>1993</b>	<i>REV. A</i> <b>09/97</b>	<i>REV. B</i>
<i>POLICY:</i> <b>Gifts and Gratuities</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

To provide guidance to employees engaged in the purchasing function concerning the receiving of gifts and/or gratuities.

## **SCOPE**

This policy applies to all University employees.

## **POLICY**

Gifts and gratuities of nominal value (with a value not in excess of \$25) received by employees as a direct result of their normal duties shall become the property of the employee and are not subject to reporting to the Development Office. All other gifts or gratuities are for the sole benefit of Creighton University. Gifts in excess of \$100 shall be reported to the Development Office for official recognition and reporting. Any gift (regardless of the value) received by an employee shall not be considered a reason for favored treatment of the gift giver.

## **DEFINITIONS**

**Gratuity:** Gift, usually money, given in return for service.

## **PROCEDURE**

- A. No employee shall permit any influence that could conflict with the best interest of the University, or prejudice the University's reputation.
- B. Association with supplier representatives at luncheons, dinners, or business organization meetings is helpful in establishing better business understanding, and is neither questionable nor unethical, **provided** the Buyer is free of obligations.
- C. The responsibility for adherence to this policy is a joint one. Individuals who represent the University must be beyond challenge and above reproach in every business transaction, and not allow themselves to be put into a position where their judgment can be influenced.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding interpretation of this policy should be directed to the University's Purchasing Director.

## **ADMENDMENT/TERMINATION OF THIS POLICY**

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The University reserves the right to modify, amend, or terminate this policy at any time.

## **VIOLATIONS/ENFORCEMENT**

Any known violations of this policy should be reported to the University's Purchasing Director. Any employee not complying with this policy shall be subject to appropriate disciplinary action.