

GIFTS 101

OK vs. NOT OK

These are the general rules for knowing whether you can accept - or give - gifts while serving in your role at VCU.

THESE
ARE
USUALLY
OK



PROMO
ITEMS



FLOWERS



FOOD

COMMON SENSE STILL APPLIES

If the gift is expensive (worth more than \$20), or just doesn't seem "right," double-check by calling someone in the know.

THESE
ARE
NEVER
OK

(BUT ARE REAL
EXAMPLES!)



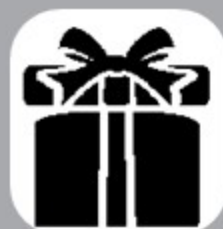
CASH
EQUIVALENTS
(Gift Cards/Tickets)



CASH



HIGH-VALUE
GIFTS



ANY Gift from
3rd-party Vendors



CARS



COUNTRY CLUB
MEMBERSHIPS



VACATIONS

Still unsure? Just ask!

Integrity and Compliance Office:

ucompliance@vcu.edu or (804) 828-2336

Procurement Services:

procurement_services@vcu.edu or (804) 828-1077



VCU