



Office of Audit, Compliance & Ethics

Holiday F.A.Q.s

With the holiday season upon us, many employees wonder when it is permissible to give and to receive gifts. The following is a list of our most frequently asked questions to help guide employees during this time of year.

Q: A vendor that frequently does business with the University just sent a large fruit basket to our office as a holiday gift. May we accept it or do we need to send it back?

A: A fruit or gift basket (valued at more than \$10), while not acceptable if given to one person alone, may be accepted on behalf of an entire agency since the per person cost will be reduced to less than \$10. This makes the gift comply with the gift exception for items of \$10 or less per person from a vendor.

Q: I was just invited by one of our vendors to their holiday party. May I attend?

A: Attendance at a vendor's holiday party may be permissible, as long as employees are mindful that gifts of food and beverage must total less than \$50 in a calendar year and items given as gifts from a vendor must be less than \$10 in value with an annual total less than \$50.

Q: Is a gift certificate to a restaurant from vendor permitted if the value of the gift certificate is under \$50?

A: No. To comply with the gift exception for food and beverage, the vendor or a representative must be present so gift cards at restaurants are not allowed.

Q: What is the dollar limit on gifts to my staff?

A: Gifts from a supervisor to a subordinate cannot exceed \$99.99. That also includes gifts from a subordinate to a supervisor.

Q: What do I do if I receive a gift from a vendor at my home?

A: If you receive a gift from a vendor at your home and the value of the gift is \$10 or over, you may return the gift to the vendor or donate the gift to charity (as long as you do not accept any tax credit for donating the gift). It is suggested that you document the charitable donation in case you are ever questioned.