



Prepare to Procure

December 19, 2011

RIT Procurement Services

475-2107

[http://finweb.rit.edu/purchasing/
purchase@rit.edu](http://finweb.rit.edu/purchasing/purchase@rit.edu)

Gifts Received from Suppliers

RIT suppliers often show their appreciation to employees/departments at this time of year by giving them gifts. While the gifts may seem appropriate, according to RIT policy, acceptance is not permitted. It is important for RIT employees/departments to maintain an unbiased relationship with suppliers, without any appearance of favoritism towards one supplier over another.

There are exceptions to the policy including those gifts that are of insignificant value (e.g., cookies, candy, etc.) or of an advertising nature (e.g., pens, calendars, etc.). However, it is important to remember that even these gifts should not be accepted by an individual – they belong to the University and as such should be shared by all employees in the department and/or used for business purposes only.

To view the university Gifts and Gratuities policy and procedure, please visit the PSO web page at:

<http://finweb.rit.edu/purchasing/policies/manual.html#general7>

If you have any questions or concerns about gifts received from suppliers, contact Deb Kusse, Executive Director of Procurement, at dskpur@rit.edu or 475-3947.

