



NOTICE TO VENDORS
GIFTS AND ENTERTAINMENT RESTRICTIONS

November 4, 2016

Dear Valued Vendor,

Virginia Commonwealth University highly values its vendors and appreciates the outstanding services they provide throughout the year. One of our primary goals is to treat vendors fairly and respectfully.

At times vendors seek to express their appreciation for the University's business through gifts or entertainment, especially during the holiday season. The best way for vendors to accomplish is to continue to provide high-quality goods and excellent, reliable services at the best possible prices.

While VCU operates much like any other business, the fact remains we are an agency of the Commonwealth of Virginia and subject to rules and policies governing conflicts of interest, ethics and gift giving. As such, it is the standard practice of VCU and its employees to "not" accept gifts or entertainment of any kind from vendors.

VCU appreciates your understanding and support of this practice, not only during the holiday season, but throughout the entire year.

If you have questions about gift giving or entertainment, you are encouraged to contact me or VCU's Procurement Services Department for guidance.

We look forward to continuing our business relationship in 2017, and wish you, your associates and your family a wonderful holiday season.

Brenda Mowen
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