

### **Holiday Gifts/Entertainment Offered by Vendors**

During the holiday season, vendors sometimes offer holiday gifts or entertainment to clients as a show of appreciation for their business. While VCU operates much like a private business, we are also an agency of the Commonwealth of Virginia and required to follow certain business rules and practices. These preclude or place limits on the acceptance of gifts and entertainment by VCU employees from both vendors who “do” business or “want to” do business with VCU, not only during the holiday season, but throughout the year. While all employees are covered by these rules and practices, it is especially important that employees who interact with vendors or influence which vendor obtains VCU business, distance themselves from accepting gifts or entertainment of any kind. If you are offered gifts or entertainment from a vendor, the Procurement Services Department has posted a letter that you can send to vendors, generally informing them of the University’s position. It can be found at <http://procurement.vcu.edu/downloads/2014+NOTICE+FOR+VENDORS+REGARDING+GIFTS>. If you have questions about gifts or entertainment offered by vendors, please contact the Director of Procurement Services at (804) 828-3361. For more VCU information on this topic, go to <http://www.assurance.vcu.edu/VCU%20Code%20of%20Conduct.pdf>.