



VCU

NOTICE TO VENDORS GIFTS AND ENTERTAINMENT RESTRICTIONS

Dear 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. While the university operates much like any other business, VCU is an agency of the Commonwealth of Virginia and is thus subject to rules and policies governing conflicts of interest, ethics, and gift giving.

It is the standard practice at VCU that employees do not accept gifts or entertainment of any kind from vendors, and we ask that vendors refrain from offering them to VCU employees. Vendors can best celebrate business relationships at VCU by providing high-quality goods and excellent, reliable services at the best possible prices.

If you have any questions about gift giving or entertainment, you are encouraged to contact The Office of Procurement Services for guidance at (804) 828-1077.

We look forward to continuing our business relationship in the coming fiscal year.

John McHugh

Director of Procurement Services