



VCU

NOTICE TO VENDORS GIFTS AND ENTERTAINMENT RESTRICTIONS Fiscal Year 2020

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 this is to continue to provide high-quality goods and excellent, reliable services at the best possible prices.

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. As such, it is the standard practice at VCU that employees do not accept gifts or entertainment of any kind from vendors.

VCU appreciates your understanding and support of this practice. If you have any questions about gift giving or entertainment, you are encouraged to contact The Office of Procurement Services for guidance at (824) 828-1077.

We look forward to continuing our business relationship in FY20.

Mark Roberts

Mark E. Roberts,
Director of
Procurement Services
Director of Procurement Services

Digitally signed by Mark E.
Roberts, Director of Procurement
Services
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