

UC Davis Policy and Procedure Manual

Chapter 260, Gifts and Endowments

Section 45, Gifts Presented to Non-Employees

Date: 7/31/12

Supersedes: 6/23/03

Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin G-42, Gifts Presented to Non-Employees on Behalf of the University

I. Purpose

- A. This section provides the policy and procedures related to non-cash gifts presented for business purposes on behalf of the University to non-employees, students, or outside organizations.
- B. The following related issues are not covered by this section and are addressed as noted:
 - 1. Employee gifts and awards ([Section 380-50](#) and Personnel Policies for Staff Members (PPSM), [Policy and Procedure 34](#)).
 - 2. Entertainment and hospitality expenses for non-employees or outside organizations ([Section 330-80](#)).
 - 3. A non-cash gift presented to a host by an employee during University travel (Business and Finance Bulletin [G-28](#)).

II. Policy

- A. The presentation of gifts to non-University individuals or organizations is permitted when the gift benefits the University, is in furtherance of a University business purpose, and is clearly necessary to the University's fulfillment of its role as a good community citizen, as described in Business and Finance Bulletin (BFB) [G-42](#).
- B. Gifts must be presented on a nondiscriminatory basis and only when there is not a conflict of interest (see [Section 380-16](#)).

III. Procedures

- A. Departments purchase non-cash gifts within the terms and dollar limits set forth in [BFB G-42](#) using a Purchasing Card (P-card) or Departmental Purchase Order (DPO), or an employee may buy the gift and request reimbursement via a Direct Charge (DC).
- B. All required documentation, including the documented business purpose for the gift, must be included with copy of DPO or DC, or retained with transaction documentation for P-card.
- C. Departments must ensure that the purchase of gifts is allowable by the funding source used.

IV. Roles and Responsibilities

- A. Department heads
 - 1. Ensure gifts presented to non-employees conform to the requirements of [BFB G-42](#).

- a. Review claims submitted for payment or reimbursement to ensure that appropriate supporting documentation is included and the reimbursement is allowable under the fund source.
 - b. Approve appropriate requests for reimbursement.
 - 1) This authority may not be redelegated.
 - 2) Department heads may not approve their own request for reimbursement of gift expenses.
2. Request approval for exceptions in advance of purchasing or presenting gifts.
- B. The Associate Vice Chancellor--Finance/Controller has the authority to approve exceptions to this policy, including exceptions for gifts to elected or appointed officials.

V. Further Information

Contact Accounting & Financial Services for additional information, (530)757-8888, <http://accounting.ucdavis.edu/AP/>.

VI. References and Related Policies

- A. Internal Revenue Service Code Section 274(b), Gifts, (http://www.law.cornell.edu/uscode/html/uscode26/usc_sec_26_0000274----000-.html).
- B. Internal Revenue Service Publication No. 463, Travel, Entertainment, Gift, and Car Expenses (<http://www.irs.gov/pub/irs-pdf/p463.pdf>).
- C. Political Reform Act of 1974, California Government Code Sections 81000 through 91014, (<http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=gov&codebody=&hits=20>).
- D. Regulations of the Fair Political Practices Commission (FPPC), Title 2, Division 6, California Code of Regulations, § 18940.2, Gift Limit Amount (<http://www.fppc.ca.gov/index.php?id=496>).
- E. UC Accounting Manual [Chapter A-253-27](#), Administrative Fund Payments.
- F. UC Business & Finance Bulletins [G-42](#), Gifts Presented to Non-Employees on Behalf of the University.
- G. UCD Personnel Policies for Staff Members, [UC Policy and UCD Procedure 34](#), Incentive Awards.
- H. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu>):
 1. [Section 300-10](#), General Travel Policy.
 2. [Section 330-80](#), Entertainment and Hospitality with University-Controlled Funds.
 3. [Section 380-16](#), Conflict of Interest.

4. [Section 380-50](#), Employee Non-Cash Awards.