

Sample Letter Describing University Policy on Gifts

Company
Address
City State Zip

Subject: UC Policy Regarding Gifts and Gratuities

To Whom It May Concern:

The purpose of this letter is to inform all companies that are currently engaged in, or are considering doing business with the University of California, Davis about the policies that apply regarding the acceptance of gifts and gratuities by University employees.

As a public institution, the University of California follows state and federal law governing the acceptance of gifts and gratuities. All University officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the University, even when lawful, may give rise to legitimate concerns about favoritism depending on the circumstances. To avoid such an appearance of favoritism, it is the policy of [department or unit name] that no employee should accept any gift or gratuity from any source that is offered or reasonably appears to be offered because of the University position held by the employee. Please be aware that in most instances meals are also considered to be gifts.

While we recognize the need for companies to introduce themselves and make us aware of services, we ask that you comply with our policies in doing so. It is appropriate for us to receive informational material regarding your company. It is not appropriate for us to receive gifts or incentives, such as tickets to sporting events, golf tournament green fees, offers of recreational accommodations, airfare and other travel offers, or discounts not made available to the general public.

We appreciate your interest in doing business with the University. If you have any questions regarding our policies please feel free to contact me directly.

Sincerely,

[department chair]