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## 2326 GIFTS BASED ON UNIVERSITY/EMPLOYEE RELATIONSHIP

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Effective: November 2006  
Last Reviewed: May 2018  
Responsible Office: Comptroller  
Approval: Comptroller

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### PURPOSE

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To provide for the prudent utilization of University resources.

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### POLICY

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1. University departments may make a payment, in the form of a gift, to an employee or an employee's immediate family, based on the University/employee relationship, only for the following events:
  - a. Departure of a long-term employee;
  - b. Retirement of an employee;
  - c. Illness of an employee requiring hospitalization; or
  - d. Death of an employee or an employee's immediate family member.
2. Payments in excess of \$100.00 for these purposes are prohibited, except as provided for in policy statement 3, below.
3. Traditional gifts or University mementos given to long-term University employees upon their retirement are permitted with appropriate approval.
4. Payments must be approved by the appropriate dean, resource center director, vice president or vice provost.