

Vendor Gifts/Meals

Tip sheet for interactions with University vendors

This tip sheet is currently under review. Please send all gift questions, offers, or scenarios to coi@louisville.edu.

If you have received a written invitation, please also provide the invitation with your inquiry.

Vendor Gifts/Meals

Tip sheet for interactions with University vendors

Policy - Addressing Potential Individual Conflicts of Interest

The related policies on these topics are available in the UofL Policy and Procedure Library under “Addressing Potential Conflicts of Interest Policy” and also available on the office website:

<http://louisville.edu/conflictinterest/policies>. Below are the specific sections related to offers of gifts and meals from vendors. **Please note that there are additional restrictions for the Health Science Campus.**

2.1.1. Gifts

In the course of conducting University business, Covered Individuals [employees] may encounter offers of gifts and benefits from vendors. The following guidelines apply:

1. Offers of gifts should be refused.
2. Cash or other monetary equivalents of any kind or amount may never be accepted.
3. The value of any single promotional benefit accepted should not exceed \$25.00. These benefits include: pens, note pads or other items with corporate imprints. However, these items can never be accepted in return for a business favor.
4. Covered Individuals, directly or indirectly, involved in a proposal review may not receive gifts, entertainment, meals, travel, lodging or any other favor during the review process or thereafter.
5. If a Covered Individual is offered anything from a vendor and is uncertain about accepting the offer, the Covered Individual should politely refuse the offer. The Covered Individual’s direct supervisor should be notified of any such offer. If the offer is received during a bidding cycle or contract period, the Director of Contract Administration and Procurement Services should be notified immediately. This notification is imperative to ensure other evaluating University members can be notified of possible vendor interference, which could lead to sanctions against the vendor including disqualification from the current purchasing process.

2.1.2. Meals

In conducting University business, a Covered Individual [employees] may, from time to time, find it appropriate to do so in conjunction with meal times. Covered Individuals should not regularly plan business meetings around meal times; however, it may be appropriate at times for Covered Individuals to accept meals from vendors. The following guidelines should be followed:

1. Covered Individuals should not regularly plan business meetings around meal times.
2. University business must be conducted at the meal.
3. Covered Individual’s business judgments and decisions will not be influenced by the meal or the expense involved in the meal, which should not exceed GSA Domestic Per Diem Rates.
4. Covered Individuals should never participate in business meals with an interested vendor while in the process of making a purchasing decision through a RFP/B, Purchase Order, ProCard or any other University payment method.
5. Covered Individuals, who are authorized, should occasionally pay for meals, at the University’s expense.
6. Covered Individual’s direct supervisor should review any offer for a vendor provided business meal.

The related policies on these topics are available in the UofL Policy and Procedure Library under “Addressing Potential Conflicts of Interest Policy” at: <http://louisville.edu/conflictinterest/policies>.