



# Accepting Gifts:

## *Rules for Working at UWF*



### Gifts under \$100

- Employees may accept gifts; only if you are **NOT** a **Procurement Employee** or **Reporting Individual**
- Gifts must be under \$100 and only if **it's not being given to influence** any decision



### Gifts of Influence

- UWF Employees are **NOT** allowed to accept any gifts if the purpose is to influence a decision



### Soliciting Gifts

- UWF Employees **CANNOT** solicit gifts of any value



### Reporting Individuals\*

- May accept gifts under \$100 (**gifts CANNOT be solicited**)
- **CANNOT** accept gifts from an **Active Vendor** or a **Registered Lobbyist**

*\*Reporting Individual: anyone required to file a state Annual Disclosure form*

*\*\*Procurement Employee: a person who decides or has influence in purchases of \$10K or more per fiscal year*



### Procurement Employees\*\*

- May accept gifts under \$100 (**gifts CANNOT be solicited**)
- **CANNOT** accept gifts more than \$100 from **Active or Prospective Vendor**
- **CANNOT** accept gifts from a **Registered Lobbyist**