



## RUTGERS POLICY

**Section:** 40.2.12

**Section Title:** Fiscal Management

**Policy Name:** Gratuities, Guests, Gifts and Use of University Resources

**Formerly Book:** 6.4.2

**Approval Authority:** Senior Vice President for Finance and Administration

**Responsible Executive:** Senior Vice President for Finance and Administration

**Responsible Office:** Office of Administration and Finance

**Originally Issued:** 9/1978

**Revisions:** 12/1980

This policy is in the process of revision; a copy of the 1980 policy is below. For assistance, please contact the Office of Administration and Finance at [oevpada@oldqueens.rutgers.edu](mailto:oevpada@oldqueens.rutgers.edu) or 732-932-5661.

### 40.2.12 GRATUITIES, GUESTS, GIFTS AND USE OF UNIVERSITY RESOURCES

A. Gratuities:

1. The policy of the University with respect to gratuities prohibits faculty and staff members from accepting money, goods, services, entertainment, or any form of gratuity, either directly or indirectly, from any individual, company, organization or group interested in business or financial relations with the University or in the use of University facilities.
2. Any such gift received by a University faculty or staff member should be returned to the donor if possible. If it is impractical to return a gift, it should be delivered to the Office of the Senior Vice President for Finance and Administration for disposition.

B. Guests:

1. The entertainment of official guests by University personnel may be permitted when properly authorized. See Policy Section 40.4.1 for procedure for approval and reimbursement.

C. University Resources:

1. University material, property, facilities, or the time of University personnel on duty may be used only for purposes directly related to the academic programs or the business affairs of the University. Material, property, or facilities may be loaned or removed from the premises of the University only with the approval of the dean, director, or department head, who shall be informed of the item, the date of removal, and the reason for removal. See Policy Section 40.2.10 for procedure for disposal of surplus property.

2. No facilities, materials, supplies, or services owned or provided by Rutgers shall be utilized by any faculty or staff member in connection with employment outside the University. Any violation of this policy shall subject the offender to possible termination of employment.

D. Gift Receipt and Acknowledgement:

The Office of the Senior Vice President for Finance and Administration is the central receiving office for all gifts to the University. The Rutgers University Foundation has been designated as the sole office within the University community authorized to acknowledge gifts from private sources. The Foundation's responsibility for acknowledging gifts is limited to contributions from alumni, other individuals, foundations and corporations. The Rutgers University Foundation will not engage in acknowledging receipt of any public monies and/or other contractual (i.e., quid pro quo) arrangements. The following centralized receiving policy is intended to insure that gifts are credited to University accounts, properly acknowledged, and that donors receive timely status reports on the projects or programs their support has funded:

1. All gifts or grants from private sources (i.e., alumni, individuals, foundations, corporations) received by any college, institute, alumni association, division or agency of the University should be forwarded to the Office of the Senior Vice President for Finance and Administration, Old Queen's Building, New Brunswick, New Jersey.
  - a. Each check should be accompanied by all correspondence received with the gift or private grant. A covering memorandum identifying the donor, purpose of the gift or private grant, restrictions, if any, and the name of the individual or individuals who solicited the gift or private grant should accompany the check when the related correspondence does not provide the information. The account number and account title to which the check will be credited should be identified.
  - b. Each check and accompanying correspondence will be examined by a member of the Senior Vice President for Finance and Administration's staff and then forwarded to the appropriate accounting division for deposit. In no instance should any University department deposit any gift or private grant directly into any University account.
  - c. The Office of the Senior Vice President for Finance and Administration will forward to the Treasurer of the Foundation a copy of the check and all accompanying correspondence.