



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 Treasurer

Responsible Executive: Senior Vice President for Finance and Treasurer

Responsible Office: Office of Finance and Treasurer

Originally Issued: 9/1978

Revisions: 12/1980, 4/2013; 10/10/2013 (Updated titles and standard template)

Errors or Changes? Contact: The Office of Finance and Treasurer at 848-932-4300

1. **Policy Statement**
To outline university's policy regarding acceptance of gratuities or gifts, entertainment of official guests and the use of university material, property or facilities.
2. **Reason for Policy**
To ensure compliance with policies and regulations pertaining to acceptance of gratuities and Gifts, entertainment of guests, and Use of University Resources.
3. **Who Should Read This Policy**
All members of the Rutgers University community.
4. **Related Documents**
None.
5. **Contacts**
The Office of Finance and Treasurer at 848-932-4300
6. **The Policy**

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 Treasurer 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.