Tis the season for a refresher on the gift rules

Unwrapping the Gift Rules in Less than 5 Minutes

Watch this brief informational video to brush up on the Gift Rules.

Watch Now  Accompanying Resource
Real-life Scenarios
Below are a few scenarios to consider prior to giving or accepting gifts.

A vendor that frequently does business with the University just sent a large fruit basket to our office as a holiday gift. May we accept it or do we need to send it back?

A fruit or gift basket (valued at more than $10), while not acceptable if given to one person alone, may be accepted on behalf of an entire department or office if the per-person cost is less than $10.

I was just invited by one of our vendors to their holiday party. May I attend?

Attendance at a vendor’s holiday party may be permissible, as long as employees are mindful that gifts of food and beverage must total less than $50 in a calendar year and items given as gifts from a vendor must be less than $10 in value with an annual total less than $50.

May I spend $250 to pay for a holiday luncheon for my staff?

Yes, provided that the benefit for each subordinate is not more than $99.99.

May my coworkers and I pool our money to give our supervisor a gift certificate worth $150?

No. Gifts from subordinates to supervisors cannot exceed $99.99. Pooling above that limit is not permissible. (Except when the “major life event” gift exception may be used. Holiday gifts do not fall within this exception.)

If I receive a gift from a vendor outside the permissible limits, may I donate it to charity?

Yes, as long as you do not accept any tax credit for donating the gift. It is suggested that you document the charitable donation. If the gift is not practical to donate, you may return it to the vendor or bring it to the office to share (following the guidance in the first F.A.Q above).