

# GIFTS RULES

## All UF Employees

(including their spouses and minor children)

Cannot solicit or accept **gifts** from anyone if the UF personnel's **official action or judgment would be influenced** by the gift

## Reporting Individuals and Procurement Employees

Cannot solicit a gift from a **vendor** or **lobbyist**

Cannot accept a gift from a **vendor** or **lobbyist** if the gift is valued over \$100

## College of Medicine Employees

There are additional restrictions on COM employees accepting gifts from the pharmaceutical, medical device, and biotechnology industry.

(See COM Policy below)

## DEFINITIONS

- Procurement Employees: UF employees with a P-Card or any role in procurement involving more than \$10,000 in a fiscal year.
- Reporting Employees: UF employees who file a Form 1 disclosure with the Florida Commission on Ethics.

## TIPS

- When referring to gifts from vendors, this includes current and potential vendors.
- It is often difficult to tell whether you are or might be improperly influenced by a gift. When in doubt, decline the gift.
- Each scenario is very fact specific. Please contact us at [UF-Compliance@ufl.edu](mailto:UF-Compliance@ufl.edu) to discuss any gift questions or issues that may arise.

## REFERENCES

- State employees: [FL Code of Ethics for Public Officers and Employees](#)
- College of Medicine employees: [COM UF-5.0764 Policy](#)
- Using Gifts cards and Certificates: [Finance and Accounting Directives](#)
- Accepting or soliciting gifts from vendors in connection with any contract (or potential contract): [BOG Reg. 18.001 Procurement Regulation](#)