

GIFT ACCEPTANCE POLICY

Adopted December 12, 2001

Each college president is authorized on behalf of the institution to accept gifts and grants made to the institution, other than real property. All gifts and grants over \$5,000 must be reported annually to MnSCU (MnSCU Policy 7.7.1). A gifts form must be completed by all staff prior to the acceptance of gifts.

All written grants whereby the college is the recipient must be submitted to the college president for review prior to submittal. College president is the only person allowed to sign off on grants.

From time to time, small gifts under \$25 are given to the colleges, especially during the holidays. Departments may accept these gifts provided they are used by the college and not for personal use. **However, any person involved in the purchasing process with a vendor cannot accept any gifts from that vendor.** The vendor should be directed to the president's office.