



Purchasing and Accounts Payable
4400 University Drive, MS 3C1, Fairfax, Virginia 22030
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December 7, 2018

Subject: Gifts from vendors

As the holiday season approaches, offers of gifts, parties or food may come from the vendor community. Since Mason is an agency of the Commonwealth, all faculty and staff are obligated to adhere to Article Six of the Virginia Public Procurement Act as well as various local and state conflict of interest acts. These acts state that under most circumstances, it is not allowable to accept gifts of any type from our vendors.

While we do inform our vendors of this policy, its success is ultimately dependent on the cooperation of the University faculty and staff.

Attached is the notice we provide to our vendors. Please provide copies of this email and notice to the faculty and staff in your department. Also, please post copies of the notice in areas vendors are likely to visit. If you have questions about gifts in general or any specific situation, please contact the Purchasing Department at 703-993-2580.