



Purchasing and Accounts Payable
4400 University Drive, MS 3C1, Fairfax, Virginia 22030
Phone: 703-993-2580; Fax: 703-993-2589

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.



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NOTICE TO GEORGE MASON UNIVERSITY VENDORS

Vendors sometimes seek to express their appreciation for the University's business through gifts, especially during the holiday season. In many ways George Mason University operates in the same manner as any other business, but the fact remains that it is an agency of the Commonwealth of Virginia. As such, it is subject to various state and local government conflict of interest acts, as well as Article Six of the Virginia Public Procurement Act. Due to such considerations, employees of the University do not accept gifts of any kind from vendors.

We greatly appreciate your understanding and support of this policy. We look forward to continuing our business relationship in the coming year, and we wish you, your associates, and all of your families a joyous holiday season.