



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS POLICY MANUAL

University Advancement
Approved By: Erika D. Beck
President

Policy Number: UA.02.003
Effective Date: 04/27/18
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Policy for Gifts to Agency

PURPOSE:

This policy has been developed to provide direction to California State University Channel Islands (CSUCI) employees who may be recipients of gifts to agency (most commonly ticket gifts) as defined in HR 2017-08. The procedures that follow summarize the process that all university employees must use when a gift of tickets or travel is offered.

BACKGROUND:

A gift is any good that confers a personal benefit on the recipient to the extent that something of equal or greater value is not received, including discounts not offered to the public. Gifts need not be tangible items. An offer of free event tickets or free or discounted travel can also be a gift; free travel is always a gift unless it is free for all members of the public.

POLICY:

Accountability:

Vice President for Business & Financial Affairs or designee; Associate Vice President for Administration or designee.

Applicability:

Generally, gifts of goods, tickets, or travel are gifted to a specific individual due to their position. In such instances, the recipient must report these gifts on the Form 700 if they are in designated positions. For more guidance regarding Conflicts of Interest and/or gifts to an individual, see Human Resources' Conflict of Interest webpage at www.csuci.edu/hr/ConflictofInterest.htm.

In some cases, gifts can be considered as a gift to the University instead of to an individual. CSU Coded Memorandum HR 2017-08 and FPPC Regulation 18944 et seq., contain a number of procedural and reporting requirements.

Definitions:

Gift: "Any payment that confers a personal benefit on the recipient to the extent that consideration of equal or greater value is not received and includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public without regard to official status." Cal. Gov. Code § 92028(a).



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Text:

To accept a gift to the University (a gift to agency) the following must occur:

- Each gift must follow the campus procedure for acceptance of Gifts to Agency that can be found here (link).
 - Note: For some smaller gifts, such as items of nominal value (e.g., reusable grocery store bags) the gifts can be accepted without going through formal approval. If appropriate the donor can be advised of the Gifts in Kind process and follow those guidelines as outlined by the appropriate policy.
- Prior to receipt of a gift, the Vice President for Business & Financial Affairs, with the documented recommendation, will approve which University employees will use the gift. The donor may identify a purpose of the travel or use of the gift but may not designate by name, title, class or otherwise who will travel or use the gift.
- The gift must be used for official CSU business, as defined by CSU Memo HR 2017-08 released on August 29, 2017.
- The University must report the gift and post it on the campus website in accordance with CSU policy and FPPC guidelines.
- Travel must be pre-approved in writing by the Vice President for Business & Financial Affairs.

EXHIBITS:

[Procedures for Gifts to Agency](#)

Policy on the Acceptance of Gifts

CSU HR Memo 2017-08

[Conflict of Interest Handbook](#)

(http://www.calstate.edu/gc/OGC_Manuals_on_Legal_Issues.shtml.)