



WILLIAM & MARY
PROCUREMENT SERVICES

**NOTICE TO UNIVERSITY SUPPLIERS
GIFT POLICY**

William & Mary highly values its suppliers and appreciates the outstanding services they provide to the Institution. Our goal is to treat our vendors fairly and with respect.

Suppliers sometimes seek to express their appreciation for the University's business, especially during the holiday season. Suppliers can best convey their appreciation by promptly providing high-quality goods and excellent, reliable services at the best possible prices.

W&M, as an Agency of the Commonwealth of Virginia, and its employees are subject to the Virginia Conflict of Interests Act as well as the Ethics section of the Virginia Public Procurement Act. The University is a member of the National Association of Educational Procurement and endorses and supports its Code of Ethics. One provision of the Code, reads, "decline personal gifts and gratuities." In keeping with that Code and the Laws of the Commonwealth, and in the spirit of a professional public entity, the employees of the W&M do not accept gifts from vendors.

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

A handwritten signature in blue ink that reads "Erma A. Baker".

Erma A. Baker

Director of Procurement Services
William & Mary
10-03-19