

## **Gift Giving and Remembrances**

### **Policy Statement:**

Gifts and remembrances to honor employees or external friends of the University are charged to budgets administered by the President of the University and the Director of Human Resources. In special circumstances, a gifts line item is approved for a departmental budget.

Exceptions to this policy need approval from one's immediate supervisor.

### **Definitions:**

### **Procedures:**

### **History:**

03/31/06 - Approved by the President of the University as recommended by the Policy Committee of the University.

08/28/20 - Title change from Assistant Vice President for Human Resources to Director of Human Resources

## **MARYWOOD UNIVERSITY POLICIES AND PROCEDURES**

**Mary Theresa Gardier Paterson, Esquire**  
**Secretary of the University and General Counsel**