



## **GIFTS TO EMPLOYEES AND STUDENTS POLICY**

**DIVISION WITH PRIMARY RESPONSIBILITY:** Business and Finance

**OFFICE FOR ENSURING COMPLIANCE:** Financial Services/Accounts Payable

**CONTACT OFFICE:** Accounts Payable, [accountspayable@loyola.edu](mailto:accountspayable@loyola.edu)

**EFFECTIVE DATE:** May 2, 2016

**REVISION HISTORY:** N/A

**SCHEDULED FOR REVIEW:** Annually

### **POLICY SUMMARY**

This Gift to Employees and Students Policy (Policy) provides

