FAMU Ethics Guide: Gifts / Journey Map

**Reporting Individual** (who file form 1 or 6, regardless of title)
- Do not solicit or accept gifts with the understanding that the gift was given to influence or gain a favorable action or decision from you in your official capacity.

**Procurement/Purchasing Employees**
- Do not solicit or accept gifts with the understanding that the gift was given to influence or gain a favorable action or decision from you in your official capacity.

**Faculty and Staff** (who do not fit into a category above)
- Do not solicit or accept gifts with the understanding that the gift was given to influence or gain a favorable action or decision from you in your official capacity.

- Be aware of your status. For example, if you have participated in the procurement process in the last 12 months, you are held to the standard of a procurement employee (above).

- Honorarium: OK to accept if you have not participated in the procurement process within the last 12 months.

**Honorarium**:
- Do NOT solicit if related to public office or duties.
- Do NOT accept from lobbyist. Do not accept from vendor doing business with FAMU unless actual event expense (reportable).

*What if you received a prohibited gift?*
Immediately contact the Chief Compliance and Ethics Officer at rica.calhoun@famu.edu.

*Unsure of definitions or which category you are in?*
No problem. Turn the page over.
Definitions (Fla. Stat. 112.313)

Gift: Anything of value, including without limitation:

1. Real property
2. The use of real property.
3. Tangible or intangible personal property.
4. The use of tangible or intangible personal property.
5. A preferential rate or terms on a debt, loan, goods, or services
6. Forgiveness of an indebtedness.
7. Transportation, other than that provided to a public officer or employee by an agency in relation to officially approved governmental business, lodging, or parking.
8. Food or beverages
10. Entrance fees, admission fees, or tickets to events, performances, or facilities.
11. Plants, flowers, or floral arrangements.
12. Services provided by persons pursuant to a professional license or certificate.
13. Other personal services for which a fee is normally charged by the person providing the services.
14. Any other similar service or thing having an attributable value not already provided for in this section.

“Gift” does not include: Salary, benefits, services, fees, commissions, gifts, or expenses associated primarily with your employment, business, or service as an officer or director of a corporation or organization.

Reporting individual: A university official required to complete limited or full financial disclosure forms 1 or 6 with the Florida Commission on Ethics.

Procurement Employee: any employee who, in the last 12 months, has participated in the procurement process for services and commodities in excess of $10,000.

Exemptions: Gifts accepted on behalf of the University.

Public Officer includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body. § 112.313, F.S.