


Department of Materials Management

MEMORANDUM

To: University Vendors



From: William M. Van Cleave
Director

Date: October 26, 2009

Re: Holiday Gifts

Tulane University greatly values the business relationships we have established with all of our vendors.

As we move into fall and the holiday season quickly approaches, we wish to remind you that holiday gifts to Schools or Colleges, departments or individuals are neither required nor desired. While many of our vendors and their representatives have long standing business relationships with specific departments and individuals, the offer and acceptance of such gifts may create a conflict of interest or create an ethics violation for the university employee receiving the gift.

Quite simply, Tulane University policy is that our vendors should provide an excellent product or service, on time, for a fair price. The University's purchasing policies and other information of value to vendors can be found at the Materials Management website at www.matmgmt.tulane.edu.

We wish your company and your employees continued success in the years to come.

If you have a question or require clarification please contact us at either our Uptown or Health Sciences Center offices.

Copy to: Deans, Directors, Department Heads