

## CHECKLIST FOR GIFTS AND CONTRIBUTIONS TO AN AGENCY



A gift may be accepted for official agency use if the following apply:

- acceptance would aid or facilitate an agency program,
- acceptance would not create an appearance of impropriety (acceptance cannot be seen as likely to affect the objectivity of Government actions), and
- acceptance is approved by the appropriate official;
- in addition, unless it is for travel, the gift must be of property, rather than services.

An acceptable gift must be recorded on a Form CD-210.

A gift or contribution other than for official travel may be solicited for agency use if the following all apply:

- it supports an agency program;
- the donor is not an agency contractor or grantee;
- the solicitation is conducted on a non-preferential basis, preferably to broad-based groups;
- no preference is given to donors over non-donors regarding agency programs (including access to Government officials);
- the solicitation is not coercive;
- acceptance is approved by the appropriate agency official;
- no *quid pro quo* is given (other than acknowledgment and tickets to the event).

A travel gift may be accepted if the following apply;

- it was not solicited;
- it was approved prior to the travel – it will generally be approved if:
  - it was not solicited,
  - it is from a non-Federal source with no grants or contracts or other matters pending before the agency (with exceptions in some cases for gifts to NIST and OAR), and
  - acceptance of the gift will not cause a reasonable person to question the integrity of Department operations);
- if for a Senate-confirmed Presidential appointee, it is not from a lobbying organization; and
- if it is not transportation on a private aircraft (unless approved by the Office of the General Counsel).

An acceptable travel gift must be reported on a form SF 326 (if valued at more than \$250) as well as a Form CD-210.

**For advice on solicitation and acceptance of gifts, contact the Ethics Law and Programs Division at 202-482-5384 or [ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov).**

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