



## Gifts to the Government - Checklist

**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 [OGE 1353](#) as well as a [Form CD-210](#).**

***This handout is for information purposes only and is not a substitute for advice from an [ethics official](#). Please check our [website](#) for additional ethics guidance and materials.***