

Policy #	AD-505	Revision #	01
Accessibility level	Limited	Effective date	27 April 2015

## 1. Purpose

Gifts are given from university to others as donations as part of social community service or as promotion of the university. Gifts could be given to institutions, visitors, students, faculty members or employees.

## 2. Definitions

N.A.

## 3. Policy

3.1. Gift from supplies are given by the university, according to the following authorities:

- A. By a decision of the President or the Chancellor, if the value of the gift does not exceed (2,000) two thousand riyals, provided that the total value of the gifts during one year do not exceed (10,000) ten thousand riyals,
- B. By a decision of the University Council if the value of the gift exceeds (2,000) thousand riyals, provided that the total value of the gifts donated in this way during one year do not exceed (20,000) twenty thousand riyals, and
- C. By a decision of the Board of Trustees otherwise.

3.2. Excluded from the provision of 3.1 above are gifts that are given to university visitors and delegations, and the gifts that are given by the university officials on their official visits.

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