

Purchases for Personal Use or Convenience of Employees

Section 2:3 Revised 01/01/2001

State and University policy prohibits the University Purchasing Department from entering into any purchase contracts for employees. All materials purchased by or in the name of the University remain the property of the State until consumed or disposed of by public sale through surplus property procedures.

Exceptions to this policy are items purchased explicitly for retail sales, such as items handled by the Bookstore. All Purchase Orders issued by the University Purchasing Department must be for official use by the University departments or agencies.

Personal Use

Material purchased with University funds is the property of the State and as such is not intended for personal use. It is, therefore, not permissible to use University supplies or equipment for personal use.