

THE USE OF UNIVERSITY NAME FOR PROCUREMENT/PURCHASING FROM EMPLOYEES

A. Purpose

The purpose of this policy is to outline restrictions on the use of university name for personal procurements and purchasing from employees.

B. Personal Procurements Using University Name or Facilities

1. Purchase of merchandise for resale to employees or purchase for personal use is prohibited.
2. University letterheads may not be used for ordering personal items to be paid for personally, as very often the vendor will bill the University.
3. Vendors should not be instructed to ship merchandise purchased for personal use to central receiving for delivery to university personnel.

C. Purchasing From Employees

1. Purchases are not permitted from any officer or employee of the University unless the cost is less than that from any other known source. Prior approval by the President, the Executive Vice Chancellor for Academic Affairs, the Chancellor, and the Board must be granted. Details of such transactions shall be reported in the Dockets or Minutes of the Board.
2. Any University Department Head contemplating any purchase from an employee of the University is advised to consult the Purchasing Director.

D. Review

This policy/procedure is reviewed annually by the Director of Purchasing.