PURCHASES FOR PERSONAL USE OF EMPLOYEES

Policy Title: Purchases for Personal Use of Employees
Policy Type: Administrative
Policy Number: #43-24 (2014)
Approved: 04/03/2015
Responsible Office: Procurement Services
Responsible Executive: Vice President for Finance and Administration
Applies to: University Employees

POLICY STATEMENT
The University has established policy prohibiting the University from entering into contracts established for the personal use of employees.

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DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community
PURCHASES FOR PERSONAL USE OF EMPLOYEE POLICY CONTENTS

State and University policy generally prohibit the University from entering into contracts established for the personal use of employees. Unless otherwise authorized by law or state regulations, all goods purchased by the University remain the property of the University, until consumed or disposed of through State mandated surplus property procedures. All purchase orders issued by the University must be for official use by the University.

PUBLICATION
This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof; the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including and prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy’s content necessary.

REVIEW SCHEDULE
- Next Scheduled Review: 08/21/2018
- Approval by, date: President’s Cabinet, 04/03/2015
- Revision History: 07/01/1995; 07/01/2014; 04/03/2015; 08/31/2016; 08/21/2017
- Supersedes: Procurement Services Policy and Procedures No. 11

RELATED DOCUMENTS
There are no related documents associated with this policy.

FORMS
There are no forms associated with this policy.