

PROCUREMENT SERVICES POLICY 5 PURCHASES FOR PERSONAL USE

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This policy describes the prohibition against purchasing with University funds for personal use.

2. Scope

This policy applies to all University employees, departments, units and divisions.

3. Definitions and Roles and Responsibilities

Personal Purchase: Acquisition of goods or services for the purpose of a personal benefit, advantage, gain, or consumption.

4. Policy

State and University policy prohibits the Procurement Services from entering 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 Procurement Services must be for official use by the University departments or agencies.

Materials purchased with University funds are the property of the State and not intended for personal use. It is therefore not permissible to use University supplies or equipment for personal use.

This policy applies to all means of purchasing for the University. This includes the

Purchasing Card (PCard), Direct Pay, Purchasing Order (SpartanMart), reimbursements, etc.

5. **Compliance and Enforcement**

The Director of Procurement Services is responsible for ensuring compliance with this policy.

Note: If an employee makes a purchase for personal use that employee will be required to reimburse the University and disciplinary action may be taken based on the severity of the situation.

5.1 **Supporting Documents**

[North Carolina DOA Procurement Rules](#)

[North Carolina Procurement Manual \(See section 1.3.18\)](#)

6. **Approval Authority**

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

6.1 **Contacts for Additional Information and Reporting**

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, rrfleming@uncg.edu