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Name:	Procurement – Purchases for Employees Personal Use
Policy Number:	4-1006
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The purchase of materials, equipment or services for personal use by employees will only be permitted in the following circumstances:

1. The items are provided to employees through a benefit plan officially recognized by the University.
2. The items are offered to employees as an extension of a university agreement wherein the supplier has agreed to extend preferred Terms & Conditions to University employees.

Under these provisions, employees are required to pay all applicable taxes. Purchase orders will not be issued for personal purchases. Under no circumstances is a University issued Purchasing Card (Pcard) to be used for employee personal purchases.