



POLICY D-4: Personal Purchases

Policy/Procedure

Dickinson College (the “College”) strictly prohibits the use of College systems and networks for personal purchases. Under no circumstances should the College’s tax ID number or sales tax exemption number be used for personal purchases and employees may not use College funds for personal purchases.

The following policies have been established in order to protect the College from personal purchases:

- College departments with delegated purchasing authority will not facilitate personal purchases for College faculty, staff or students.
- A College employee or student will not take advantage of the College’s methods of procuring goods or services (i.e. Purchasing Card, Purchase Order, etc.) for personal use or consumption, even with the intent of reimbursing the College.
- Financial Operations has the authority to question potential personal purchases made with College funds.

Should it be determined that a personal purchase has been made with College funds, the individual(s) involved may face disciplinary action, up to and including termination, repayment of misused funds, and criminal charges.

Related Information

Petty Cash
Procurement of Goods and Services
Invoice Processing
Procurement Authorizations
Purchasing Card
Purchase Order Terms and Conditions
Tax-Exempt Purchases
Travel and Related Expenses

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: October 2012

Last Amended Date:

Next Review Date: Annually in June

Also Found In: