

Document VII

**UNIVERSITY POLICY
REGARDING THE USE OF UNIVERSITY PERSONNEL,
VEHICLES, EQUIPMENT AND OTHER PROPERTY
BY MEMBERS OF THE UNIVERSITY COMMUNITY**

- A. University employees shall not be utilized or employed for personal use by members of the University community who are in administrative line of responsibility for those employees (i.e., hiring, firing, promotion/demotion, leave approval, etc.).
- B. University vehicles shall not be used for any personal needs (i.e., running errands, going to restaurants, etc.). Special provisions will be made for University Police vehicles on assignment.
- C. University equipment items, such as typewriters, terminals, calculators, mechanic tools, etc., shall not be used for personal reasons. Supervisors are not to approve such use.
- D. Under no circumstances shall personal items purchased by UL Lafayette employees be charged in the name of the University; that is, employees are not authorized to receive sales discounts received for the University by having personal purchases invoiced to the University. This applies even if payment is to be made by the employee.

Approved by University Council, July 6, 1989.