STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 22-06

SOP Title: Purchase for Personal Use

Effective Date: 3/1/22

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure describes the prohibition against purchasing with University funds for personal use.

1. SCOPE

This SOP applies to Western Carolina University employees, departments, and divisions.

1. RESPONSIBILITIES
   1. Chief Purchasing Officer – The Chief Purchasing Officer is responsible for ensuring compliance and biennial review of the policy.
2. DEFINITIONS
   1. Personal Purchase is an acquisition of goods or services for the purpose of a personal benefit, advantage, gain, or consumption.
3. SPECIFIC PROCEDURE
   1. 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 (CataMart), reimbursements, etc.

1. RESOURCES

North Carolina Procurement Manual: <https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf>