

Lakeland Community College

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| POLICY TITLE: | COLLEGE RESOURCES AND PERSONAL PURCHASES |
| POLICY NO: | 3354-2-20-75 |
| ORIGINALLY APPROVED DATE: | 01/11/96 |
| REVISED DATE: | 08/22/25 |
| EFFECTIVE DATE: | 08/22/25 |
| NEXT REVIEW DATE: | 08/2030 |
| RELATED PROCEDURE: | N/A |
| RESPONSIBLE OFFICE(S): | DEPARTMENT OF HUMAN RESOURCES |
| APPROVED BY: | BOARD OF TRUSTEES |

This policy applies to all College employees.

- A. The consumption of College resources, without reimbursement, for personal business or personal gain is prohibited.
- B. Personal purchases of goods through or in the name of the College, unless specifically permitted, are prohibited.