

Employee Handbook

Employee Relations

Purchase of Goods and Services: Use of College property

Employees of East Georgia State College are not allowed to purchase goods or services for personal use through college channels. Nor shall any employee permit any college property to be removed from the campus for private or personal use. The Business Office will handle all purchasing and receiving of merchandise for the college. The purchasing function at East Georgia State College is under the direction of the Vice President for Business Affairs and the direct supervision of the Director of Business Operations. Unauthorized purchases or unauthorized receipt of items for the college may result in individual employee liability for the goods. Disciplinary action, up to and including termination, may result for any employee who fails to abide by these regulations. For full policy see the Policies and Procedures page, Section 7 ***-Business Affairs Policies and Procedures Manual***.