

	POLICY	Motion No.	514-1994
	Use of College Property	Effective Date	1994
		Responsible Department	Business/ Finance
		Attorney Review / Date	[Attorney Name] [Date]

Use of College property for other than College benefit is not permitted without specific permission of the President or Vice President of Finance and Administration. For the employees' protection, this permission will be granted in writing. College financial data should not be removed or copied from business or administrative office files without permission. College credit cards or open accounts with vendors shall only be used by the person named on the account. The use of College credit for personal transactions is not permitted. Unauthorized access or attempted access to College financial and statistical computer programs is not permitted and can be reason for discipline or discharge as well as judicial prosecution. In general, use of another person's password in operating College computers is not permitted.

Effective Date	Motion Number	Document Author	Description of Change
7/31/2015		Finance and Facilities	Title Change: Vice President of Business/Finance was changed to Vice President of Finance and Administration
1994	514-1994	Business/Finance	Initial Release