

5.9.9
REIMBURSEMENTS FOR PERSONAL USE
OF DISTRICT RESOURCES
ADOPT: JUNE 12, 2001
REVIEWED: MARCH 11, 2008

The use of District property and resources are intended for College business use only.

Use of District telephones, copiers, fax machines and other resources for personal use is discouraged. Personal long distance calls placed from College telephones should be charged to the employee's home phone or personal credit card. In the event an employee must use College property/resources for personal use, reimbursement is required.

Examples of use of District property/resources include, but are not limited to:

1. Long Distance Phone Calls;
2. FAX usage;
3. Copier Usage; and,
4. Postage.

Reimbursements must be made through the Accounting Office as soon as charges are determined and will be abated to the appropriate account.