



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Executive Director, Procurement and
Travel Services
Responsible Office: Procurement and
Travel Services
Origination Date: Not Available
Last Amended Date: August 2, 2011

PERSONAL PURCHASES POLICY

Policy Statement

The university prohibits the use of university funds, the university’s tax ID number or sales tax exemption number, or university resources for personal purchases.

Reason for Policy/Purpose

Personal purchases using university funds, the university’s tax exemption status, or university resources jeopardize the university’s federal and state tax exemption status.

Who Needs to Know This Policy

Faculty, staff and students

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PERSONAL PURCHASES POLICY

Policy/Procedures

The following policies and procedures have been established in order to protect the university from personal purchases:

- Procurement and Travel Services and the university organizations with delegated procurement authority will not permit personal purchases for university faculty, staff, or students.
- University faculty, staff or students shall not use the university's methods of procuring goods or services (i.e., P-Card, Purchase Order, [iBuy](#) Goods and Services etc.) for personal use or consumption. However, university faculty, staff and authorized students are able to use iBuy Travel to book personal travel if paid with personal funds.
- Procurement and Travel Services has the authority to review any purchases made with university funds.

Should it be determined that a personal purchase has been made with university funds, the individuals involved may face disciplinary action up to and including termination, repayment of misused funds, suspension or expulsion, and criminal charges.

Website Address for This Policy

[GW University Policies](#)

Contacts

Subject	Contact	Telephone	E-mail Address
Questions	Procurement Department	(202) 994-2500	procure@gwu.edu
	Compliance & Privacy Office	(202) 994-3386	comply@gwu.edu

Related Information

[Petty Cash Policy](#)

[Procurement Card \(P-Card\) Policy](#)

[Reporting Financial Irregularities Policy](#)

[iBuy](#)

PERSONAL PURCHASES POLICY

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer
Beth Nolan, Senior Vice President and General Counsel

History/Revision Dates

Origination Date:	Not Available
Last Amended Date:	August 2, 2011
Next Review Date:	January 31, 2016