

The University of Mississippi

MISREPRESENTING PERSONAL PURCHASES AS UNIVERSITY BUSINESS

Summary / Purpose: Misrepresenting personal purchase(s) as a university purchase to gain an unfair advantage.

University employees are prohibited from establishing personal charge accounts or from purchasing personal items from companies or individuals in the name of The University of Mississippi or any other university department. Receiving quantity discounts, avoiding payment of sales taxes and / or shipping charges as well as extending personal debt beyond normal payment terms by representing the purchase(s) as a University authorized purchase constitutes a fraudulent act.

Only duly authorized purchases using a university issued procurement card, purchase order or other approved / authorized payment form as specified by University Spending Policies are acceptable university expenditures. All other charges are personal and will be owed by the employee regardless of the circumstances. Items purchased outside approved channels for university use are still considered personal until reimbursement or payment is completed through one of the approved university payment venues.