

GCCC Policy Add Template

Category: Personnel

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Policy Title:

Policy Statement: All purchases are for the institutional mission, purposes and objectives of the college. No employee may benefit personally from purchases made with college funds.

Procedures: No employee may receive kickbacks, refunds or discounts in any form from vendors as a result of business transactions with the college. Vendors who provide such benefits make such benefits to the college and not the employee. Employees who receive any such benefit from vendors are to notify the Business Office immediately so that the benefit may be properly credited to the college.

Employees who receive any such benefits from vendors (exclusive of examination materials) and use such benefits for personal gain re guilty of unethical and professional conduct and are subject to disciplinary action for dishonesty.

Contacts: Human Resources Director

Approved Date: 7/1/2015

Policy History: [Click here to enter text.](#)

Keywords: Employee kickbacks, discounts, vendors

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