

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**6620 - PERSONAL USE OF UNIVERSITY MATERIALS OR FUNDS**

Statement:

- (1) The use of University materials or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used for conducting University business.
- (2) University funds are to be used to purchase only those materials and supplies needed to conduct University business.
- (3) The misuse of University materials or funds is a serious violation and may result in application of appropriate sanctions.

**Responsibility:** Provost and Vice President for Academic Affairs  
and Director of Personnel Services

**Authorization:** James V. Koch, President

**Date:** February 1, 1993

**Effective Date:** February 1, 1993