

North Orange County Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

**BP 6310 Personal Use of District Property, Facilities and
Equipment**

- 1.0 No District employee shall use the District or College names, facilities, equipment or staff position in selling a commercial product or in promoting service to gain financial or material advantage.
- 2.0 The use of College property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the College, shall be prohibited unless specifically authorized by the Board of Trustees.
- 3.0 Personal use of District equipment such as phones, copiers, fax machines, etc. should be kept to a minimum. District employees shall reimburse the District for all costs related to personal use.

Date of Adoption: February 12, 2002