

# Administrative Policy Library

## **COLLEGE RESOURCES (POLICY GOVERNING USE OF)**

Category: Human Resource Management

**Responsible Office:** Finance and Management, VP Office

Date Established: 01/01/2009 Date Last Revised: 03/27/2015 Date Posted to Library: 04/01/2016

## **POLICY**

SUNY Buffalo State (college) resources, including equipment, supplies, tools, services, and facilities, shall be used for official college business only. Use of SUNY Buffalo State resources for commercial purposes or for personal gain is prohibited. Any loan of college property, other than library materials, to any party for personal use is prohibited.

# **Applicability**

This policy applies to all SUNY Buffalo State employees and/or non-employees who may be authorized to use college resources.

#### **RELATED INFORMATION**

## **Related Link:**

**Loan of College Property** 

# **CONTACT INFORMATION**

Finance and Management Office Phone: (716) 878-4311 Cleveland Hall, Room 505 Fax: (716) 878-4350

1300 Elmwood Avenue Website: <a href="http://financeandmanagement.buffalostate.edu">http://financeandmanagement.buffalostate.edu</a>

Buffalo, NY 14222 Email: <a href="mailto:vpfm@buffalostate.edu">vpfm@buffalostate.edu</a>

## **REVISION HISTORY**

**Date of change:** 03/27/2015

**Brief description of edit:** Adapted to standard template

# **APPROVAL**

Approved prior to 2016