



**CVM
Policies and
Procedures
Handbook**

Subject: *Use of ECFVG-Generated Funds*

Section: *General*

Number: *CVM 4.15*

Pages: *1*

Date: *04/16/13*

Replaces Policy Dated: *07/09/97; 02/01/00*
To Be Reviewed Yearly By: *CVM Dean, Dept. Heads, Assoc.
Dean for Acad. Affairs, AA Manager*

Source:

Cross Reference:

Use of ECFVG-Generated Funds

Use of funds generated by the ECFVG program and distributed into faculty and staff escrow accounts is limited to support of College-related business or educational travel, purchase of textbooks relevant to the individual's work responsibilities, purchase of computer software or hardware for work-related activities, and purchase of protective clothing/footwear for work-related activities, etc. (Purchase of protective clothing/footwear must be consistent with appropriate department/service area guidelines.)

* PLEASE NOTE: All books, computers and/or peripherals, equipment items, or supplies (not consumed) purchased with ECFVG funds are the property of the College and must remain and be verified should an employee terminate.

The use of residual/ECFVG funds to pay professional dues will be decided on a case-by-case basis by each department head or director. As a guideline, the payment may be allowed if the dues are a requirement for the job and are of benefit to the College. Institutional memberships payable by the CVM will be sought whenever possible.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, CVM Dean

4/29/2013

Date