

	<p>1.4.2</p>	<p>APPROPRIATION OF FUNDS OR MATERIALS</p>	<p>Effective: 07/93 Revised: 03/09; 06/23 Reviewed/Approved by Bd. of Dir.: 06/26  Teddi Hernandez, President/CEO</p>
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Policy Statement:

In order to maintain the utmost integrity with contributors and other funding sources, it is imperative that any such item or property coming to Lakemary Center (LMC) is, and should remain, the property of LMC until consumed or disposed of by LMC.

Policy:

No item(s) should be taken from LMC’s grounds for personal use. All contributions of goods and/or funds to LMC are to be used for the benefit of the persons supported by LMC.

Policy reference: None

Procedure reference: Corporate Compliance Program and Code of Conduct Plan

Application: All services