



SECTION: IC
TOPIC: PURCHASE OF
CONVENIENCE ITEMS
OCTOBER 2022

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: PURCHASE OF CONVENIENCE ITEMS

Purchase of items for the convenience of County employees with County resources either through use of a purchase order, procurement card, payment voucher, or petty cash fund is prohibited.

Such purchases are prohibited even if the use of such items might include non-employees on occasion.

Examples of convenience items include but are not limited to:

- Appliances for use by employees such as coffee makers, microwave ovens, toasters, water coolers, refrigerators, etc.
- Kitchen supplies such as coffee cups, plastic ware, napkins, paper plates, etc.
- Food of any kind, including cakes and other supplies, coffee, or other beverages even for employee recognition events such as retirements, etc.
- Gifts for employees or co-workers including those for birthdays or other occasions. These Items may include but are not limited to greeting cards, party decorations, flowers, etc.

Examples of items that are not convenience items and may be purchased with authorization from the County Executive, County Board, Department Head or Deputy Department Head:

- Refrigerators or microwave ovens purchased for breakrooms that serve multiple staff.
- Refrigerators or microwave ovens purchased as part of a building construction or remodeling project.
- Bottled water purchased by departments to meet emergency needs of employees.
- Plaques or engraved items commemorating the retirement, promotion, years of service or special organizational accomplishments of employees. The total cost of the individual item may not exceed \$75.
- As a part of a Department's employee recognition program, items purchased to recognize employees are not considered convenience items. The total cost of the individual item may not exceed \$25. Alcohol and gift cards may not be purchased as employee recognition items. No employee may receive an award more than once per year and no employee may receive more than one item. The Department of Administration must approve all Department recognition programs and terms of the recognition program must be articulated before an item may be purchased. Documentation of the approvals by the DOA director and Department Head need to be submitted when payment is requested through a MUNIS invoice batch or a pcard record form.

END OF POLICY