

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	230.200	1 of 1	July 1, 2003 Revised 6/1/04
Subject	PAYMENT POLICIES PUBLIC RECEPTION AND WAITING AREAS		

1. It is permissible for agencies to purchase such items as plants, wall hangings, pictures and art objects for use in **PUBLIC RECEPTION** or **WAITING AREAS** for the department or institution. The department is responsible for maintaining justification.
2. Public funds must not be used to purchase such items for employee areas or employee's offices.
3. It is suggested the Iowa Arts Council be contacted for possible assistance in locating pictures and art objects. These types of purchases should not duplicate the efforts of DAS-General Services Enterprise in providing such objects for State buildings.