

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b>	<b>Procedure Number</b>	<b>Page Number</b>	<b>Effective Date</b>
PRE-AUDIT	230.650	1 of 1	July 1, 2003 Revised 6/24/19
<b>Subject</b>	PAYMENT POLICIES EMPLOYEE BUSINESS CARDS		

Employees may be reimbursed for personalized employee business cards at the discretion of the appointing authority. Each department is responsible for maintaining justification for the reimbursement and meeting Centralized Procurement & Fleet Services Enterprise requirements as established by Chapter 8A of the Code of Iowa.

Each department shall establish an internal policy for the reimbursement of personalized employee business cards. This policy should establish what is considered reasonable and necessary for the reimbursement of these expenses and should be sent to DAS-SAE-Daily Processing for the audit process.

Personalized employee stationary, memo pads, etc., are not an allowable expense and will not be reimbursed by the State.