

## Department of Administrative Services - State Accounting Enterprise

<b>Section</b>	<b>Procedure Number</b>	<b>Page Number</b>	<b>Effective Date</b>
PRE-AUDIT	230.800	1 of 1	July 1, 2003
<b>Subject</b>	PAYMENT POLICIES HOLIDAY AND RELIGIOUS DECORATIONS		

1. Office decorations, greeting cards and newsletters purchased for use in connection with holidays, religious events and similar celebrations are considered to be personal expense and are not reimbursable with public funds.
2. Decorations for holidays and other events purchased on behalf of inmates or clients in connection with rehabilitation efforts of the State are allowable expenses.