

Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	220.352	1 of 1	May 1, 2011
Subject	EMPLOYEE EXPENSES APPLIANCES		

APPLIANCES In some cases, it is to the benefit of the employing department to provide necessary appliances so that state employees may refrigerate or heat food for meals. It is recognized that in providing refrigerators and/or microwave ovens, the State will benefit because the employee will eat the mid-shift meal at or near the work-site.

- a. With the approval of the appointing authority and the entity responsible for the building in which the appliances will be used (DAS Director, County General Services Department, leasor of the building, etc.) appliances purchased to promote the operating efficiency of the Department may be authorized. These purchases generally will be limited to microwave ovens and refrigerators. In most cases coffee pots, teapots, soft drink machines, and similar appliances are considered personal expenses and costs related to these items are not reimbursable by the State.
- b. Appliances purchased for use by public employees shall be purchased through DAS-Central Purchasing Enterprise and are subject to all normal purchasing rules and state contracts.
- c. An explanation for the purchase of the appliance must be included on the claim.