

Effective Date: 01-01-2017	Contact: Michael R. Derr Contracts/Purchasing Officer
Revision Date:	Document Status: Pending BOS Approval
Title: Expenditures for the Convenience and Benefit of Employees, Visitors, and Volunteers	
Supporting Resources: Contracts/Purchasing Policy dated 2008	

I. PURPOSE:

The purpose of this policy and procedure is to standardize the specifications and use of public funds for the purchase of equipment, goods, and services for the convenience and benefit of employees, visitors, and volunteers.

II. DEFINITIONS:

- A. **Appointing Authority:** An elected official, the single administrative or executive head of a department, or the designated representative authorized to act in this capacity.
- B. **Centralized Breakroom:** A designated area within a building or facility that is accessible to all staff for breaks and meal times and is ADA compliant.
- C. **Public Funds:** “Public Funds” include all tax revenues, fines, fees, charges, penalties, interest, property and receipts of any kind including donations received by Monterey County. Expenditure of public non-tax revenues is governed by the same guidelines as tax revenues. In addition, departments shall ensure compliance with any additional requirements imposed by grantor agencies.
- D. **Restricted Funds:** All grant funds that are restricted to certain uses as defined by State and Federal laws, statutes, and guidelines. In addition, special revenue funds are also restricted. Each department is responsible to ensure compliance with all grant requirements imposed.

III. POLICY:

- A. Appointing Authorities are responsible for approval and oversight of expenditures associated with public funds and restricted funds including ensuring that each purchase is a necessary and prudent expenditure of public funds.
- B. All County employees are responsible for ensuring compliance with existing laws and County policies. Elected officials, chief officers, and department directors are responsible for approval and oversight, by spending public funds in a fiscally responsible manner consistent with this procedure; and for ensuring compliance with existing State, Federal, and local laws, and with statutes, guidelines, County Procurement Code, and County policies regarding such purchases.

- C. As the law permits, employees are subject to sanctions for unauthorized or inconsistent expenditures within this policy.

IV. PERMITTED EXPENDITURES:

The following is an exclusive list of items that, when purchased in a manner that is consistent with Monterey County's procurement code, and in reasonable quantities and at reasonable prices, are permitted under this policy.

- A. Other than as listed below, or as defined in other existing Monterey County policies, Appointing Authorities may purchase nominally-priced items for employees (individual items not exceeding \$100 in value), such as plaques, certificates of achievement, and pins as recognition for exemplary performance, attendance, or other types of job-related achievements. Nominally-priced items must be purchased from the operations component of the department's budget.
- B. Appointing Authorities may purchase nominally-priced articles of clothing and other awards in recognition of volunteers from the departmental budget, not to exceed \$100 per item.
- C. Appointing Authorities may only purchase plants, artwork, and other decorative items for public reception and meeting areas. Items that individually cost over \$250 shall have the approval signature of an Appointing Authority. The purchase of plants, artwork, and other decorative items for private office space is not authorized by this policy.
- D. Appointing Authorities may purchase basic appliances for use in a centralized breakroom area. In accordance with this policy, the following requirements are placed on purchases of kitchen/breakroom appliances:
- All appliances shall meet the product specification requirements provided by RMA-Facilities Division.
 - Refrigerators may have a freezer compartment, be white, beige, or stainless steel in color. Refrigerators may have a built-in ice maker where a health or safety need is justified. The ice makers may not be in the door; nor may the refrigerator have water dispensing capabilities.
 - Refrigerators will be Energy Star® qualified products, even if the purchase price is more expensive than a standard model. Energy Star® qualified appliances incorporate advanced technologies using 10-50% less energy than standard models and are less expensive to operate over a period.

- Microwave ovens may only be standard countertop models and have an oven capacity no larger than two cubic feet.
- Coffee makers may not have cappuccino or espresso making capabilities.
- Ice making machines separate from a refrigerator ice maker may be purchased if the refrigerator ice makers are not of sufficient capacity for the number of employees served by the common area or are justified as a health or safety need of the employees.

E. Any unauthorized expenditure, whether inconsistent with this policy or not approved by the County Board of Supervisors, subjects the authorizing individual to such sanctions as the law requires.

V. PROCEDURES FOR THE PROCUREMENT OF APPLIANCES:

The purchase request for the procurement of kitchen appliances must be supported by documentation that:

- describes the refrigerator, microwave oven, coffee maker or ice maker, and conformance with RMA – Facilities Division’s product specifications;
- designates the intended location;
- estimates the cost of the appliance; and
- provides a justification for the procurement.

A determination must be made by the County Contracts/Purchasing Officer that the benefit of the purchase is reasonably related to the efficient operation of the agency pursuant to this policy. The above established and approved procurement policies and procedures apply to the acquisition of refrigerators, microwave ovens, coffee makers, and ice makers purchased with approved appropriated funds.

These include requirements such as:

- competition, when appropriate;
- property reporting, labeling, inventory and disposal requirements; and
- acquisition of commercial warranties, including extended warranties when appropriate and in the best interest of the Government.

VI. APPLIANCE EXCEPTIONS:

Requests for exceptions to this policy will be supported with proper documentation that:

- describes the appliance and approved equipment specifications therefore that is being requested;
- designates the intended location of the appliance;

- estimates the cost of the appliance; and
- provides a justification for the procurement.

An example of a possible exception may be an appliance required by a standard building code requirement applicable to a facility.

VII. APPROVAL OF THE PLACEMENT OF THE APPLIANCE(S):

All appliances must have the approval of the RMA - Facilities Division prior to the placement of said equipment into any County-owned or leased facility. This approval can be demonstrated by purchasing appliances meeting the RMA - Facilities Divisions' pre-approved product specifications or acceptable product list or otherwise completed through the processing of a department memorandum with concurrent authorization of the Facilities Manager. These special requests must be submitted with all procurement request documentation in the Advantage workflow approval process. Requests submitted without the proper approval(s) will be rejected.

VIII. GOVERNING REFERENCES:

- Principles of Federal Appropriations Law, Third Edition, Volume 1, Chapter 4
Availability of Appropriations: Purpose