

**PURCHASE OF PERSONAL ITEMS**

**I. PURPOSE:**

The following guideline establishes policies and procedures for all Departments which prohibits the expenditure of City funds for personal items, such as, but not limited to flowers, food, and personal gifts.

**II. RESPONSIBILITY:**

Responsibility for this guideline rests with the City Manager

**III. POLICY:**

It shall be against City Policy to purchase goods and services for personal use with City funds. There will be no exception to this guideline unless authorized by the City Manager.

**IV. PROCEDURE:**

- A. In the event of an exception to this policy, the using Department must request approval from the City Manager in writing.
- B. The request for approval with the City Manager's signature may then be forwarded with a requisition to the Finance Department for reimbursement or payment.

Approved:



Bruce T. Moore  
City Manager