

QUESTIONABLE PURCHASES

The following purchases are considered questionable purchases by the County Superintendent (i.e. is the item necessary to conduct routine business?):

1. table decorations such as flowers, balloons, fancy stickers; table covers, etc.;
2. excessive and expensive food and snacks such as Snapple, flavored carbonated water, chocolate candy, fancy crackers, expensive cheese (including cheese balls), store-bought food trays;
3. raffle and door prizes;
4. expensive office supplies, including but not limited to: (approx. 3 times more expensive)
 - colored legal pads other than white or yellow;
 - colored file folders other than manila;
 - colored paper clips and fasteners.
5. purchases WITHOUT pre-approval including, but not limited to:
 - Internet, QVC, eBay, employee, or other private party purchase using personal credit card for more than \$100 limit and shipped to home address (sales invoice in name of employee and not MCOE);
 - technology item not approved by the Technology Department;
 - anything purchased over \$250 and not received by Receiving Department for inventory.

All receipts are to be turned in to the Receiving Department immediately upon purchase.