

**SUBJECT: AUTHORIZED EXPENDITURES FOR CITY AGENCIES**

Purpose: The purpose of this APM is to provide guidance to determine eligible City expenditures for such items as food, commemoratives, or other “convenience” items.

Food/Meals: Employee food/meals are considered a personal expense unless the employee is in approved travel status (see travel guidelines in Mayor’s APM 1-5). Expenditures for food-related costs may also be acceptable in cases where food is provided either as part of a recognition ceremony or to facilitate employee or citizen participation in an event such as mandatory training or similar activity. In these instances, costs in excess of \$100.00 must be pre-approved by the Mayor or his/her designee.

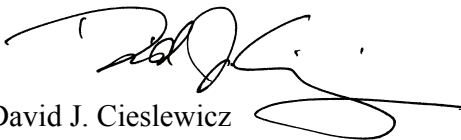
Flowers/Commemoratives: In general, gifts such as flowers, plaques, cards or other commemoratives for employees or co-workers, including those for birthday or memorial services are considered a personal expense and are not eligible for reimbursement. Any exceptions to this policy must receive advance approval from the mayor or his/her designee. However, in the case of an employee’s retirement from the City of Madison, expenditures of up to \$75 for a commemorative plaque are permissible with the pre-approval of the department head.

Refrigerators/Appliances: With the pre-approval of both the department head and the Comptroller’s Office, an expenditure of up to \$400 is allowable for the purchase of a refrigerator for general employee use. Departments are limited to one refrigerator per work site (building). Only refrigerators that have the Certified Energy Star ratings are eligible.

The purchase of appliances such as coffee makers, microwave ovens and toasters are the responsibility of the employees. Items such as fans, space heaters, electronic air cleaners and humidifiers are also the responsibility of the employee, unless the City is presented with a doctor’s slip stating that there is a medical necessity.

Other: Other prohibited expenditures include convenience items which are the responsibility of the employee. Examples are:

- Coffee or other beverages, sugar or creamer
- Kitchen supplies such as coffee cups, plastic ware, napkins, paper plates
- Kleenex or other tissues
- Party decorations
- Personal items such as hand cleaner/sanitizer, air fresheners, etc.

  
David J. Cieslewicz  
Mayor

APM No. 1-6  
November 13, 2007