

**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 Finance Department, an expenditure is allowable for the purchase of a refrigerator for general employee use. The Facilities and Sustainability Section of the Engineering Division will maintain a list of recommended units that meet criteria for energy and cost efficiency. Refrigerators outside of the recommended list may be purchased with pre-approval by the Facilities and Sustainability Section. Departments with refrigerators may also be eligible for the energy efficient appliance replacement program to ensure units are being updated on a lifecycle basis to maximize efficiency. When refrigerators are replaced, departments must ensure proper disposal with priority given to the EPA’s Responsible Appliance Disposal (RAD) program or comparable programs as determined by the Facilities and Sustainability Section.

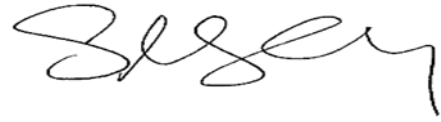
The purchase of appliances such as coffee makers, microwave ovens and toasters are the responsibility of the employees. Items such as fans, space heaters, electronic air cleaners and humidifiers must have approval from the Facilities and Sustainability Section and are also the responsibility of the employee, unless the City is presented with a doctor’s slip stating that there is a medical necessity. Employees must consider sustainability and efficiency when making these purchases. Priority should be given to appliances that generate less waste (i.e. traditional coffee makers take priority over single-use coffee pod units). Disposal of any appliances must meet proper disposal requirements, as determined by the Facilities and Sustainability offices.

Facial Tissues and Hand Sanitizer: Agencies may purchase facial tissues and hand sanitizer for use by employees in City provided work spaces. Agencies should first use internal City supplies of these items prior to purchasing additional inventory.

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
- Party decorations
- Personal items such as air fresheners, etc.

Priority should be given to sustainable items that generate less waste. Questions about sustainable options can be directed to the Facilities and Sustainability Section.

A handwritten signature in black ink, appearing to read 'SR-Conway', written in a cursive style.

Satya Rhodes-Conway  
Mayor

APM No. 1-6  
August 2, 2021

Original APM dated 11/13/07  
(Revised June 11, 2019)