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LIMITATIONS ON THE USE OF COUNTY FUNDS

Reviewed :

Adopted:

Purpose: The purpose of this policy is to identify limitations to the use of County funds.

Scope: This policy applies to all procurement actions that utilize County funds.

Discussion: When departments spend County funds that are allocated to them, the funds should only be used to purchase items that are need to fulfill their obligations to the citizens of Northampton County. Examples of items that should not be purchased include but are not limited to:

- Appliances such as refrigerators, microwave oven, coffee makers, toaster ovens
- Food (food in conjunction with travel is covered under separate policy)
- Coffee
- Holiday decorations
- Articles of clothing for personal use

The purchase of appliances may be granted for Public Safety activities that operate on a 24 x 7 basis.

If you have an item that is questionable, it must be approved by the County Administrator before the item is purchased. If the purchase is deemed inappropriate, the cost may become the responsibility of the person who made the purchase. Improper procurement with County funds may also be subject to disciplinary action.