



Purchase of Kitchen Appliances

Effective Date: February 5, 2018

Last Revision Date: January 11, 2018

1. PURPOSE

This notice provides guidelines and procedures regarding the use of State funds to purchase kitchen appliances, generally limited to refrigerators, microwave ovens, and coffee makers, located in a common area for use by all employees. This notice also authorizes the use of purchasing cards to procure allowable items, provided they do not exceed the cardholder's single purchase limit, and full documentation is submitted with statement packet.

This policy is effective upon its issuance and is not retroactive. This policy cannot be used to authorize the reimbursement of employees for prior personal expenditures for common use refrigerators, microwave ovens, or coffee makers.

2. RESPONSIBLE CAMPUS DIRECTOR

Purchasing Manager

3. DEFINITIONS

Kitchen Appliance: For the purpose of this policy, the term Kitchen Appliance is limited to refrigerators, home model microwave ovens, and non-commercial coffee makers.

4. POLICY

The purchase of Kitchen Appliances (refrigerator, microwave oven, coffeemaker) will be permitted when:

- It will benefit the department, organization, or division, and not individual employee(s).
- The item will be placed in a common area or shared break room space.
- Budget Manager has authorized the funding of said item.

This policy does not authorize construction of such areas. Nor does it authorize the use of appropriated funds to purchase coffee, tea, condiments or other goods, such as plates and cups, napkins and other paper products, or food to be used in the common areas. These remain personal costs of the employees.

This policy is not meant to preclude the purchase of other kitchen appliances when such appliances constitute a necessary expense (i.e. for dining, residential living, etc.).

5. PROCEDURES

A. Criteria for Purchasing Kitchen Appliances

Documentation of the requirements listed below must be attached to any purchase/request to purchase of Kitchen Appliances (as defined above in section 3).

- Signed Authorization by Budget Manager covering expense
- Intended location
- Estimated or actual cost of appliance
- Anticipated users
- Replacing old unit, or new item
- Description of item, complying with these requirements:
 - Refrigerator - where appropriate, ENERGY STAR® qualified products will be chosen, or justification provided as to why alternate option was chosen.
 - Microwave ovens may only be standard countertop models and have an oven capacity no larger than two cubic feet.
 - Coffee makers may not have cappuccino- or espresso-making capabilities, may not be self-grinding, and must have automatic shut-off feature.

6. REFERENCES and RELATED DOCUMENTS

[U.S. GAO – B-302993, Use of Appropriated Funds to Purchase Kitchen Appliances](#)
[NIH Office of Acquisition Management and Policy, Use of Appropriated Funds to Purchase Kitchen Appliances](#)

7. POLICY HISTORY

Effective Date: 2/5/2018

Approved: 2/5/2018

Approved by: Vice Chancellor for Business Affairs

8. SCHEDULED REVIEW

January 2023