

Prohibitions

Purpose:

This policy highlights areas where state funds may not be used for purchases.

Policy:

1. State funds should not be used for special holiday cards or stationery, printing costs of holiday messages, mailing expenses, decorations, or other related items except for limited holiday decorations. State funds up to \$50 per court location or division may be used for lights, ornaments, artificial trees (no live trees may be purchased from this allowance), and other non-religious decorations.
2. State funds should not be used for flowers or floral arrangements (either live or artificial) for life events such as funerals, open houses, retirements, swearing in ceremonies, or for employees. For special occasions where live or artificial flowers or arrangements or plants are desired, a collection may be taken up and given with the names of those contributing listed, rather than a collection from the organization as a whole.
3. Furnishings for personal offices and work areas are the expense of local courts and departments, except as stated in [Rule 3-102\(3\)](#). Wall decorations, clocks, floral arrangements, plants and similar decorative items are not considered furnishings, nor are refrigerators or microwaves for personal use. Such items are a personal expense of the court employee. These items are allowed to be purchased for common areas of the building.
4. Office/Division parties (not including those allowed under Section 07-03.00 Group Gatherings and Section 07-03.02 Employee Recognition) may not be financed using state funds. The costs may be covered by collection from individuals, donations from management, or donation in kind such as food items. Time away from the work site is allowed, but actual costs associated with the event, including reservation of facility, must be incurred by those attending. (See also Section 01-03.00 Safeguarding Assets).
5. No employee is authorized to make any purchase in the name of the State Courts, or any of its subdivisions, for personal or any other purposes other than those related directly to court business.
6. Under the Utah Procurement Code, those who are involved in the purchasing process may not receive any gifts or similar favors from vendors. Vendors may not send any gifts of any type. If a vendor offers or sends a gift, the gift should be rejected or returned.