

## PURCHASES & REIMBURSEMENTS

Revised November 2021

SECTION: 38

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### A. PURCHASING POLICY

Employees shall follow the approved Tooele City Purchasing Policy which is available through the designated City purchasing agent.

### B. PURCHASES BY DECEPTION

Employees may not use Tooele City's tax-exempt ID number for their private, personal use or benefit.

Tooele City may have established discounts or special rates with vendors. These are preserved for the City's business use. Employees may not request nor accept such discount for their own private, personal purchases or services, nor may they deceive the vendor by giving the impression that the purchase or service is for the use or benefit of Tooele City. If an employee identifies an error that was made (i.e. a City discount was applied to a purchase that was made for their personal use), the employees is expected to promptly notify their supervisor and to correct the vendor's error.

See Section 31: Gifts, Prizes, Awards, Wellness/Recreation, & Discounts herein this Manual for applicability of discounts provided to employees as part of the City's benefit or "perks" programs.

Any person violating this Section may be subject to disciplinary action up to and including dismissal.

### C. REIMBURSEMENTS

Requests for reimbursement must be accompanied by an original receipt and written explanation stating the authorized, City-related business purpose for the expenditure. If original receipts are unavailable, the employee may submit a signed statement, approved by the department head, indicating all information normally contained on a receipt. If purchases were not authorized, the City may deny reimbursement.