

City Manager's Office
Administrative Order No: 013
Issued: 10/02
Revised: 10/03

Approved by Willis A. Casey
City Manager

Subject: Flowers & Gifts for Employees and Employee's Family

Purpose:

Define the procedure for the use of City funds for the purchase of gifts.

Policy:

City money cannot be spent for flowers or gifts for employees or employee's family members for any occasion unless approved by the City Council through the City Manager's Office.