

COMPTROLLER POLICY MANUAL

	POLICY: CMP 401-09
	Section: 400 Disbursements
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	Responsible office: Comptroller
	Origination date: 03/07/2016
Subject: Purchase of Certain Kitchen Appliances with University Funds	Effective date: 03/07/2016
	Revision date: 9/24/2018

PURPOSE

To provide a listing of kitchen appliance that may be purchased with University Funds.

SOURCE

University policy, State of Arizona Accounting Manual

POLICY

CMP 401-08: Purchase of Kitchen Appliances

The types of appliances departments may purchase with public money have the characteristics of heating or cooling foods, being highly generalized in the types of foods they handle, and not requiring specialized supplies to operate. Moreover, these appliances deal with prepared or partially prepared foods and do not transform wholly unprepared ingredient from an inedible to edible state. Such appliances include:

- Refrigerators
- Freezers
- Microwave ovens

Departments may **not** purchase the following types of kitchen appliances with University money:

- Toaster ovens
- Toasters
- Coffee makers
- Tea and iced tea makers
- Beverage carbonators
- Water coolers
- Sandwich presses
- Blenders, juicers, etc.
- Water filters
- Ice making machines

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Kitchen appliances purchased with public money **must** be situated and installed in common areas such as break rooms, conference rooms, or training rooms where they are available for use by all employees in a department.

Kitchen appliances must **not** be for the sole use of an individual and may **not** be situated and installed in an area where access is limited to a sole individual or limited number of individuals and not available for use by all employees in a department.

When contemplating the purchase of kitchen appliances, building management should be consulted so that only those appliances that are considered to be energy efficient are acquired and/or installed, and that power sources are sufficient and safe to operate the contemplated appliances.

The purchase of kitchen appliances must be authorized by a director, dean, or vice president. This approval must be in writing and contain a description and justification (need, capacity, number of employees with access, location, energy considerations, etc.) for the acquisition.

This policy does **not** authorize agencies to purchase food, beverages, utensils, silverware, or kitchen supplies.