Peru State College
Purchasing of Personal/Office Items Policy
Based on Nebraska State Law

This policy follows the regulations, policies and procedures set forth by the Nebraska legislature and administered by the Department of Administrative Services for the purchase of items that may be of a personal nature for agencies of the State of Nebraska.

These regulations, policies and procedures do not permit the use of State funds for the purchase of personal items, which include but are not limited to:

Ornamental items –
Décor, art objects, pictures, pillows, planters, candles, flowers, flower vases, arrangements, balloons and plants for non-public spaces such as offices, lounges, conference or work rooms. Ornamental items for public or common areas such as entrances may be allowed.

Personal items –
Facial tissue (Kleenex), band aids, hand sanitizer, drugs & pharmaceutical products etc.

Appliances/electronics –
Microwave ovens, refrigerators, and heaters. These items may be an allowable purchase for research purposes. Radios or televisions may be allowed if used for business purposes.

Decorations/stationary-
Holiday decorations, greeting/holiday cards, invitations, thank you notes or wrapping paper.

Cooking/food items-
Candy, coffeepots, coffee, coffee supplies, paper plates, napkins, cups or eating utensils.

Please note that other sources of funds, such as Revenue Bond, Student Activity Fee, Peru State Foundation and/or Grant funds may, at times, be used to purchase some of the items listed above for a specific student activity or event if approved in advance by the funding source.

The Peru State College Accounting Office can serve as a resource to give advice prior to purchasing.