



## Appropriate Use of County Funds

The use of Teton County funds for purchases other than official expenditures is strictly prohibited.

**Professional Dues and Memberships.** Membership dues and fees for organizations and associations directly related to the official operation and mission of Teton County are an allowable county expense. Individual professional membership dues will be an allowable expense for organizations that have a clear and direct relationship to the employee's area of work responsibility with the county. No dues will be paid or reimbursed by the county for membership in organizations which are generally and primarily social, civic or fraternal in nature. Payments for membership or professional dues will be made directly to the professional organization or association and not to the employee.

**Meals & Snacks.** It is generally not acceptable to purchase food with county funds, other than meals authorized pursuant to the county's Travel Reimbursement policy. However, certain exceptions are allowable, for example: (1) meals/snacks provided to staff so they can work through the lunch hour to meet a project deadline; (2) meals/snacks for board meetings; and (3) snacks for training sessions, provided that a list of participants and training topic is submitted with the claim.

**Gifts, Plants, Cards, Refreshments.** County funds may not be used to purchase gifts, plants, cards, or refreshments for individual employees, other governmental officials, or members of the public. Departments and/or employees wishing to celebrate special occasions or send condolences are encouraged to do so by means of individual employee contributions. However, the following exceptions are allowed:

**VOLUNTEER BOARD MEMBERS.** Gifts may be given to individual volunteer board members (e.g. end of term gift, holiday party) as long as the value is less than \$30. A \$25 gift card will be presented to every volunteer board member who terminates his service after completing his term(s) of office.

**RECOGNITION OF EMPLOYEE/ELECTED OFFICIAL LONGEVITY OR RETIREMENT.** Gifts and/or celebrations, not to exceed \$100, may be appropriate to honor individual employees in recognition of 20-year, 25-year, 30-year, etc. milestones, or retirement. The longer the tenure of the employee, the more appropriate the expense.

**Clothing.** County funds may not be used to purchase clothing for ordinary wear. Uniforms and clothing with the county logo are not considered clothing for ordinary wear. The value of uniforms and safety-related clothing purchased with county funds may be considered a taxable fringe benefit.