

KDA Employee Use Fund Guidelines

Prior Approval Requested:

Please email Lori Gilmore (lori.gilmore@ks.gov) in Fiscal an email PRIOR to making a purchase to ensure there are available funds and to complete all necessary approvals. Please include individual or event requested for, total amount, and item being purchased. If prior approval is not requested and funds are not available, the reimbursement might be denied.

Getting Reimbursed:

Turn in your receipts for reimbursement to Lori Gilmore, along with the name of who is to be reimbursed and who/what the purchase was for. A check will be written in a timely fashion and hand-delivered to the employee to be reimbursed.

Flowers/Plants

Condolences

Memorial gifts made due to the death of an employee, or his/her immediate family member may include flowers or a donation to a charitable organization. An immediate family member is defined as a current spouse, partner, child, parent, grandparent, grandchild, or sibling. A recommended limit for flowers is \$30.00. This amount may be supplemented by a manager's personal contribution or by personal contributions from fellow employees.

These should be made on behalf of KDA and not specific programs.

Hospitalization of an Employee

A recommended limit for flowers is \$30.00. This amount may be supplemented by a manager's personal contribution or by personal contributions from fellow employees. These should be made on behalf of KDA and not specific programs.

Employee Office/Holiday Celebrations

Funds may be used to supplement employee celebrations, provided they are accessible to all employees within KDA. The Office of the Secretary will coordinate and approve all such events to ensure that celebrations are not duplicated within other areas. Expenditures should be reasonable in nature since this is a small monetary fund. This amount may be supplemented by personal contributions from fellow employees.

Agency-Wide Employee Events/Meetings

Funds may be utilized, at the discretion of the Office of the Secretary, at events which are accessible to all employees, or which have a benefit to the entire agency. Expenditures should be reasonable and appropriate in nature.

If you have other items you would like to use this fund for, please contact Fiscal prior to purchasing and/or arranging and we will seek approval from the Office of the Secretary on a case-by-case basis.