

PURCHASES & REIMBURSEMENTS
Revised: July 2003

SECTION: 38

A. PURCHASES BY DECEPTION

No employee may purchase any item for private use or consumption in the name of Tooele City, by giving the impression that the item is purchased for the use or benefit of Tooele City, or at a discount because of the employee's connection to and employment by Tooele City. Any person violating this Section may be subject to disciplinary action up to and including dismissal.

B. REIMBURSEMENTS

Requests for reimbursement must be accompanied by an original receipt and written explanation stating the City-related business purpose for the expenditure. If original receipts are unavailable, the employee may submit a signed statement, approved by the department head, indicating all information normally contained on a receipt.