



State of Arizona Accounting Manual

Topic 80 Miscellaneous
Section 31 **The Purchase of Supplies for
Cleaning and Similar Purposes**

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INTRODUCTION

The health and welfare of its employees, its citizens and its visitors are important to the State of Arizona Government as is the cleanliness of its facilities. This section of SAAM supports these concerns by establishing policies related to the purchase of supplies for cleaning and similar purposes.

SAAM sections 5557, 8010, 8011, 8012, 8025, 8030 and, possibly, other sections of SAAM deal with the purchase of supplies related to the provision of food and beverages for certain purposes and occasions. These sections of SAAM, as well as those found in the Travel topic, also deal with providing food under circumstances, which this section of SAAM does not.

This does not deal with supplies acquired for other purposes, such as office supplies or automotive supplies. Nor does it deal directly with those situations in which an agency provides meals, requiring food service supplies, to those, voluntarily or involuntarily, in its custody as a constituent part of its charter.

POLICY & PROCEDURES

1. Within limitations one would generally consider reasonable, appropriate and modest, an agency may purchase cleaning implements and supplies with public monies, including, but not necessarily limited to:
 - 1.1. Detergents, dishwashing liquids, glass cleaners, and related cleansers and sprays.
 - 1.2. Paper towels, disinfecting wipes, floor and carpet cleaners.
 - 1.3. Hand soaps, disinfectants and hand sanitizers.
 - 1.4. Sponges, cleaning cloths, scouring pads and scrub brushes.
2. Various agencies may be required to provide their own complete cleaning services or to purchase cleaning equipment as part of an arrangement with an entity that furnishes the cleaning labor, but not the equipment. In such cases, the agency may, within reason and to the extent necessitated by circumstances, purchase the required equipment—heavy-duty vacuums, floor buffers, floor scrubbers, carpet cleaners, carpet extractors, miscellaneous janitorial equipment, etc. Otherwise, an agency's expenditures for cleaning equipment is limited to:

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- 2.1. Cleaning equipment, the unit price (before sales or use tax and shipping or handling) of which does not exceed fifty dollars (\$50). Such items include:
 - 2.1.1. Brooms, mops, mop pads, dusters, dust pans and pails.
 - 2.1.2. Hand-held and other small vacuum cleaners.
 - 2.1.3. Brush-type carpet sweepers.
3. Public monies shall not be used to purchase certain products for predominantly personal or cosmetic use, such as:
 - 3.1. Nasal tissues, facial tissues, cosmetic wipes, makeup removers, facial sponges, cotton swabs, etc.
 - 3.2. Cosmetic facial and beauty soaps and cleansers, toothpaste, etc.