



# State of Arizona Accounting Manual

Topic 80 Miscellaneous  
Section 30 **The Purchase of Certain Kitchen Appliances  
with Public Monies**

Issued 09/24/18  
Page 1 of 3

## INTRODUCTION

The availability of certain kitchen appliances may contribute to the efficient operation of an agency and reduces—by, as applicable, heating or cooling comestibles—the risk of employees contracting foodborne illnesses.

This policy deals with the provision of these appliances for use by State employees; it does not affect State hospitals, prisons or other facilities in which food is prepared for voluntary or involuntary residents.

Therefore, State agencies may, consistent with the provisions of this section of SAAM, expend public monies to purchase such appliances.

The provision of these appliances expands the list of benefits—often unknown, generally underappreciated and frequently forgotten—offered to State employees at the public's expense. Some of these benefits and their related costs are on YES, listed as Total Compensation under the Pay tab. Other benefits involve:

### Category

- Personal Convenience
- Personal Safety
- Personal Enrichment
- Personal Transportation
- Personal Recognition

### Examples

- Lunchroom and parking facilities
- Security guards and checkpoints
- Practical and professional training
- Public transportation subsidies
- Employee recognition events

Taken as a whole, the benefits offered by State employment are extensive, generous and provide the opportunity of a rich and rewarding career.

## POLICY & PROCEDURES

1. The *types* of appliances agencies may purchase with public money have the characteristics of heating or cooling foods, being highly generalized in the types of foods they handle, and not requiring specialized supplies to operate. Moreover, these appliances deal with prepared or partially prepared foods and do not transform wholly unprepared ingredients from an inedible to edible state. Such appliances include:

# State of Arizona Accounting Manual

Topic 80 Miscellaneous  
Section 30 **The Purchase of Certain Kitchen Appliances  
with Public Monies**

Issued 09/24/18  
Page 2 of 3

---

- 1.1. Refrigerators.
- 1.2. Freezers.
- 1.3. Microwave ovens.
2. Agencies may not purchase the following *types* of kitchen appliances with public money:
  - 2.1. Toaster ovens.
  - 2.2. Toasters.
  - 2.3. Coffee makers.
  - 2.4. Tea and iced tea makers.
  - 2.5. Beverage carbonators.
  - 2.6. Water coolers.
    - 2.6.1. The term water cooler as used herein refers to a device that dispenses heated or chilled, distilled or purified water, whatever its source. It does not refer to a water fountain permanently connected to a building's plumbing system and affixed to the building or to a water fountain in areas, such as parks, designed for use by the general public.
  - 2.7. Sandwich presses.
  - 2.8. Blenders, juicers, etc.
  - 2.9. Water filters (other than in-line filters that are integral to the building's plumbing system).
  - 2.10. Ice making machines.
3. Kitchen appliances purchased with public money:
  - 3.1. Must be situated and installed in common areas such as break rooms, conference rooms, or training rooms where they are available for use by all employees in an agency, business unit or business location.
  - 3.2. Must not be for the sole use of an individual and may not be situated and installed in an area where access is limited to a sole individual or limited number of individuals and not available for use by all employees in an agency, business unit or business location.

# State of Arizona Accounting Manual

Topic 80 Miscellaneous  
Section 30 **The Purchase of Certain Kitchen Appliances  
with Public Monies**

Issued 09/24/18  
Page 3 of 3

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4. As with any other expenditure of public money, care must be taken when purchasing kitchen appliances to apply an appropriately conservative and responsible approach.
    - 4.1. No greater number of kitchen appliances should be purchased than are deemed necessary.
    - 4.2. The size, capacity and cost of kitchen appliances should be no greater than are deemed necessary.
    - 4.3. Non-essential accessories such as ice cube makers or ice water dispensers should not be purchased.
    - 4.4. Trim, finish and other aesthetic issues shall be considerations considerably inferior to utility, cost and suitability to enhancing efficiency and employee safety.
  5. When contemplating the purchase of kitchen appliances, building management should be consulted so that:
    - 5.1. Only those appliances that are considered to be energy efficient are acquired and/or installed.
    - 5.2. Power sources are sufficient and safe to operate the contemplated appliances.
  6. Energy efficiency and the life-cycle cost is to be considered whenever a major kitchen appliance is to be purchased with public monies or when such an appliance is otherwise provided, but to be installed in a building owned or occupied by an agency.
  7. The agency head or his deputy must approve the acquisition of kitchen appliances of the type addressed by this Section of SAAM. This approval must be in writing and contain a description and justification (need, capacity, number of employees with access, location, energy considerations, etc.) for the acquisition.
  8. This policy does not authorize agencies to purchase food, beverages, utensils, silverware, or kitchen supplies.
    - 8.1. See SAAM Section 8031 for cleaning supplies.
    - 8.2. See SAAM Sections 5557, 8010, 8011, 8012, 8025, 8030 and SAAM Topic 50, Travel, for guidance relating to the purchase of food and beverages as well as supplies and utensils relating to food preparation, service and consumption.