POLICY: Purchase of Convenience Items for Public Spaces within the College of Education

Last Updated: June 22, 2013

Convenience items may be purchased with University of Missouri – St. Louis (UMSL) administered funds for reception areas, common areas and other public spaces. For the purpose of this policy examples of items such as are coffee, tea, coffee pots, water, tissues, refrigerators, microwaves, water dispensers, decorative items, etc. In all cases Academic Administrators should recognize that the UMSL College of Education is an institution supported by public funding. All purchases should be modest and the public purpose easily recognizable.

Similar items may NOT be purchased with UMSL administered funds for private spaces. For the purpose of this policy “private spaces” include individual offices, meeting rooms restricted to use by UMSL employees and all other spaces which are not open to the general public during regular UMSL business hours 8am to 5pm Monday through Friday.