STATE OF ARKANSAS
Department of Finance and Administration

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311
http://www.state.ar.us/dfa

MEMORANDUM

To: All State Agencies, Boards and Commissions and Institutions of Higher Education

From: Joe Giddis, Director
State Procurement

Date: October 2, 2002

Subject: Purchase of Seasonal Greeting Cards

The issue of State agencies purchasing seasonal greeting cards has again been raised.

ACA of 1987, 19-4-522 entitled Maintenance and General Operation states in part: "This classification shall cover items of expenses necessary for the proper and efficient operation of the State Agency, authority, board, commission, department or institution of higher education."

The Department of Finance and Administration has held that the purchase of seasonal greeting cards and like commodities are not necessary or a proper expenditure for the operation of State government.

CF:
Richard Weiss
Tim Leathers
DFA Administrators