

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF ACCOUNTS AND CONTROL

SECTION	POLICY/PROCEDURE NUMBER A-47		
SUBSECTION	EFFECTIVE DATE Jan. 1, 1995	/	PAGE NUMBER Page 1 of 1
POLICY/PROCEDURE PROHIBITION OF PERSONAL GREETINGS/ACKNOWLEDGEMENTS	AMENDMENT Initial	/	REVISION Initial

State policy prohibits the payment of state funds (general, federal or restricted) for the following types of "personal" greetings/acknowledgements:

- Get-well greetings
- Bereavement acknowledgements
- Holiday greetings
- Birth acknowledgements
- Congratulatory greetings for graduations, marriage, anniversary, etc.
- Any and all types of personal greetings

These greetings or acknowledgements can take many forms, all of which are prohibited: cut flower bouquets, artificial flower bouquets, live plants, greeting cards, balloon bouquets, fruit baskets, or any other type novelty item the intent of which is to extend a "personal" greeting.

This prohibition applies even though the "personal" greeting/acknowledgement identifies all employees of the department or agency as the sender, or identifies the name of the department or agency itself as the sender.

In consideration of these guidelines and policies, one's interpretation should be on a strict, rather than loose, construction basis. Obviously, the objective should not be to rationalize ways and means for circumvention.