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U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

Subject Number: PRC-5

Transmittal Number:

Date:

Subject: Use of Appropriated Funds for the Purchase of Seasonal Decorations

Approval:

Title:

1. Purpose. This directive establishes policies and procedures for the purchase of approved seasonal decorations.

2. Definitions. Seasonal decorations as used in this directive apply only to those decorations depicting the spirit of the holiday season.

3. Policy/Procedures.

a. Background. Recent Comptroller General decisions have removed former restrictions on purchasing seasonal decorations, and have urged agencies to develop internal guidelines to implement these decisions.

b. Policy. It is the policy of OSMRE that the purchase of seasonal decorations shall be limited to those for use in the public areas of OSMRE buildings (both owned and leased) or OSMRE work areas where the public has access. Expenditures shall not be authorized for decorating private areas or areas where the benefit is primarily for OSMRE employees. Decorations which could be considered an endorsement of a particular religious belief shall not be purchased or displayed on OSMRE premises. Also, decorations shall be of a type that may be retained and used for several years and not the type that are destroyed at the end of each season.

c. Responsibilities. Individuals authorized to approve requisitions are responsible for ensuring compliance with this directive.

d. Procedures. Procedures for requisitioning and ordering seasonal decorations are the same as for any small purchase as outlined in OSMRE Directive, "Use of Mandatory Government Supply Sources, Nonmandatory Government Supply Sources, and Small Purchases Procedures", PRC-3, dated July 24, 1987.

4. Reporting Requirements: None.

5. References.

a. OSMRE Directive PRC-3, "Use of Mandatory Government Supply Sources, Nonmandatory Government Supply Sources, and Small Purchases Procedures", PRC-3, dated July 24, 1987.

b. Federal Property Management Regulations (FPMR), Chapter 101-20.109-8.

c. The Comptroller General Decisions B-226011 and B-226900.

d. Department of the Interior Policy Statement dated July 6, 1988.

e. Interior Property Management Regulations (410 DM).

6. Effect on Other Documents. None.

7. Effective Date. Upon issuance.

8. Contact. Division of Management Services, Branch of Procurement, (202) 343-4685.