

Title:		Contents:	PP-1900
HOLIDAY ITEMS		Submitted By:	Purchasing Division
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Policy

Holiday items may be purchased by authorized departments, and used during special occasions such as Halloween, Thanksgiving, Christmas, etc. The intended use of the item shall be in conformance with the duties in which the department is charged by law to perform.

Procedure

Those departments with authority to purchase holiday items may purchase within the limits of their delegated authority.

- Each department is responsible for determining the legality of purchasing holiday items. If there are any questions regarding the legal issues, departments should contact their respective County Counsel for an opinion.
- Christmas trees may be purchased for institutions that have the responsibility for providing domiciliary care (e.g., Juvenile Halls, Rancho Los Amigos Medical Center, etc.). Hospitals may purchase on the basis of the therapeutic effect such items have on patients.