

EFFECTIVE DATE: July 2, 2004

SUBJECT: Personnel

AR 04-05

AN ADMINISTRATIVE REGULATION ESTABLISHING  
A RETIREMENT RECEPTION FUNDING POLICY

Section 1. Purpose.

This policy has been established to insure appropriate use of City funds for retirement receptions.

Section 2. Policy.

Each retirement reception sponsored by the City of Hobbs shall be eligible for up to \$250.00 from the City's Agency Fund, a fund derived from proceeds of vending and snack machines within City facilities. These funds are to be used for the purchase of reception refreshments and accessories (plates, cups, napkins, etc.). Any costs exceeding the \$250.00 amount should be paid through donated funds.

Purchases shall be made in accordance with the City of Hobbs purchasing policy.

  
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Dan Dible, City Manager

7/2/04  
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Date