

## **Chapter 3610 - Miscellaneous Items**

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### **3612 WATER, BOTTLED DRINKING**

(Reviewed 12/12)

Building codes or health ordinances in most localities require that a building owner provide occupants a convenient source of good drinking water. It is the policy of the State to provide adequate facilities for cold drinking water from fountains connected to the building water supply. When an agency enters into or renews a lease, the lessor should, if possible, be required to provide adequate cold drinking water facilities at no cost to the State. Before entering into or renewing a lease, agencies will determine the fitness or palatability of available drinking water facilities.

Bottled drinking water may be purchased by the agency where it has been determined that the building water supply is not fit for human consumption or where the cost of connecting a drinking fountain to the building water supply renders it impractical. No other purchases of bottled drinking water will be made. See SAM Section 3571.2.

Where the building drinking water supply in existing State occupancies is so tepid as to render it unpalatable, consideration will be given to agency requests for the purchase of water coolers. Rental expense for water coolers is not authorized except in certain field conditions where potable water is not available.

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### **3613 TRADING STAMPS**

(Reviewed 12/12)

State employees must not accept trading stamps issued in connection with State purchases; for example, when buying gasoline for State cars. The State has a statewide contract under which credit cards are used, which affords favorable prices to the State. Service station operators have no obligation to issue trading stamps or any other considerations for services to State vehicles under this contract.

If, however, contrary to regulation a State employee does receive trading stamps in connection with any State purchase, such stamps are the property of the State and under no circumstances may an employee use them for his/her personal benefit. It is the responsibility of the employee to immediately transmit them to the accounting office of his/her agency.

When the agency accounting officer has accumulated a sufficient quantity of trading stamps, he/she should contact an institutional agency to arrange for transmittal of the stamps to an institution where they can be used to secure items for inmate or patient recreation such as athletic equipment, stationery, etc.

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### **3615 HEAVY EQUIPMENT**

(Reviewed 12/12)

Agencies submitting purchase estimates for heavy equipment items of the type included in the Statewide Mobile Equipment Inventory will include a statement, on the purchase estimate, that the availability of surplus equipment for interagency purchase or rental has been investigated and no suitable equipment is available. Copies of the inventory can be obtained from the Office of Fleet Administration, Department of General Services, Sacramento. See SAM Section 3522.1.

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