

# DIVISION OF PARKS AND RECREATION

March 12, 1998

## STAFF DIRECTIVE 98-6

TO: Administrative Staff

FROM: Philip K. McKnelly *Remedy*

SUBJECT: Logo Items Purchased through the Lands End Corporate Sales Program

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During planning sessions in preparation for hosting the National Association of State Park Directors Annual Conference in 1996, we realized the need for a way to identify Division staff participating in training functions, meetings, and other informal occasions where our standard uniform might be more formal than necessary. As a result, members of the planning committee developed a logo program in which Division employees may purchase various articles from Lands End Corporate Sales Program. The purpose of this Staff Directive is to define the appropriate acquisition and use of items available from the Lands End Corporate Sales Program in accordance with NCAC T01: 05B.0204.

### Purchases

The purchase of any item to be used primarily for the personal convenience of an employee is the responsibility of that employee. State funds may not be used for the purchase of items acquired for personal use. If an occasion arises where staff are required to purchase one or more specific items in order to participate in an official Division function, State funds may be used to acquire the required item(s). Any requirement that staff purchase a logo item and the use of State funds for such purchases must be approved by the Division Director prior to the placement of an order.

### Use of Program Items

This logo program was developed for use by permanent employees of the N.C. Division of Parks and Recreation. From time to time people who are not Division employees (such as Department staff, other State officials, or private individuals who have made a significant and long-term contribution to the Division) may be presented with a logo item as an expression of the Division's appreciation for their service. Any exception to the policy of restricting the use of logo items to permanent employees of the Division must be approved in advance by the Division Director and will be paid for with Division funds. This Program is not to be considered a substitute for the Division's Awards Program or Volunteer Program. Recommendations for individuals who are not Division employees to receive a logo item should be based on contributions that are Division-wide in scope and have a significant impact on our mission or our employees.

This staff directive is effective immediately. If you have any questions contact the Executive Assistant or the Division Director.

PKM/gsr

Post-It® Fax Note	7671	Date 9-22-98	# of pages 1
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