

## **DEPARTMENT OF NATURAL RESOURCES**

**ADMINISTRATIVE POLICY NO.: 14**

**EFFECTIVE DATE: NOVEMBER 19, 2020**

**SUBJECT: USE OF DEPARTMENT'S IDENTITY**

**AUTHORIZATION: THOMAS F. HARRIS, SECRETARY**

### **I. POLICY**

Only authorized employees of the Department of Natural Resources (DNR) may procure goods and services in the name of or via the use of the department's identity, and then only for goods and services that further the interests of the department or are necessary for employees to perform required job duties.

### **II. PURPOSE**

This policy serves to place employees on notice of the limitations upon using the department's identity in procuring goods and services.

### **III. APPLICABILITY**

This policy applies to all DNR employees.

### **IV. PROHIBITIONS**

- A. DNR employees may not use the department's identity or name in procuring goods or services unless authorized to do so; and,
- B. DNR employees may not use the department's identity or name in procuring goods or services unrelated to the business needs or interests of the department.

**Example:** An employee, without authorization, uses the department's name in placing a personal order for clothing, supplies, equipment or other merchandise in order to obtain a price discount. Doing so is a violation of this policy, even if the employee pays for the items purchased with personal funds.

**V. ENFORCEMENT**

Violations of this policy will result in the imposition of disciplinary action in accordance with the Civil Service Rules.

**VI. EXCEPTIONS**

Any exception to this policy requires the express approval of the Secretary.

**VII. QUESTIONS**

Questions regarding this policy should be addressed to the Fiscal Services Director.

---

**THOMAS F. HARRIS, SECRETARY**

\* \* \* \* \*

**INITIAL ISSUE DATE: 09/07**

**REVISION DATE: 07/15; 11/20**