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THE GENERAL ASSEMBLY OF PENNSYLVANIA

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# SENATE RESOLUTION

No. 94

Session of  
1999

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INTRODUCED BY JUBELIRER, LOEPER AND FUMO, JUNE 16, 1999

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INTRODUCED AND ADOPTED, JUNE 16, 1999

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A RESOLUTION

1 Amending Senate Financial Operating Rule V.

2       RESOLVED, That Senate Financial Operating Rule V be amended  
3 to read:

4                       V. DISTRICT OFFICE EXPENSES

5 1. Authorized Expenses.

6       Expenses authorized shall include:

7       (a) Aggregate office rental and utilities other than  
8 telephone totaling up to such monthly amount for one or more  
9 offices as may be established by the Senate Committee on  
10 Management Operations. Whenever a Member or any of his immediate  
11 family has an equity interest in a district office, the Chief  
12 Clerk shall obtain an independent appraisal of the office rental  
13 cost.

14       (b) Insurance

15       (c) Printing services.

16       (d) Telephone and answering services.

17       (e) Postage and mailing services.

- 1 (f) Publications and subscriptions.
- 2 (g) Nondurable supplies.
- 3 (h) Member and employee parking.
- 4 (i) Janitorial maintenance and cleaning services.

5 2. Documentation Required.

6 A copy of the district office lease indicating the amount and  
7 payment terms shall be filed with the office of the Chief Clerk.  
8 Such copy may be referenced on the voucher and serve as  
9 appropriate documentation of the expense. Vouchers appropriately  
10 documenting expenses and legislative purpose for each  
11 expenditure. Receipts or invoices shall be included for all  
12 expenditures in excess of \$25 per occurrence.

13 3. Authorized Accounts.

14 Accounts authorized include:

- 15 (1) Senators' Legislative Accountable Expense Accounts.
- 16 (2) Senators' District Office Expense Accounts.
- 17 (3) Incidental Expense Account.