

Series 79

STATE OF WEST VIRGINIA
ADJUTANT GENERAL'S DEPARTMENT
CHARLESTON, WEST VIRGINIA 25311-1085

WV MILITARY REGULATION (ARMY)
NUMBER 210-2

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INSTALLATIONS

NATIONAL GUARD ARMORIES

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SECRETARY OF STATE

SECTION I

RESCISSION

WVMR (ARMY) 210-2, dated 15 September 1989, State of West Virginia, Adjutant General's Department, is rescinded.

SECTION II

GENERAL

1. The term "ARMORY" means and embraces buildings, areas and centers, and the equipment and other facilities thereto, which are used for the training, administration, operations, and maintenance of the West Virginia Army National Guard, or any combination or combinations thereof, and any other equipment or facilities incorporated therein, to expand and adapt the armory for civic use.

2. Armories are divided into two categories: standard armories and expanded armories.

3. By virtue of Chapter 15, Article 6, of the Code of West Virginia, the State Armory Board is responsible for the acquisition, repair, operation, management, and control of all armories. Pursuant to a resolution authorizing the issuance of Armory Revenue Bonds, all armories are incorporated into the State Armory System, and as such are leased to the Adjutant General by the State Armory Board. The Adjutant General is required by law to pay the State Armory Board annually, as rent for the State Armory System, an amount equal to the principal and interest due on Armory Board Revenue Bonds, issued to finance the State's share of the cost of construction of armories and the estimated cost of maintenance, repair, operation, and control of armories in the State Armory System. All rents for the use of the armories are also remitted by the Adjutant General to the State Armory Board as outlined in Section IX of this regulation.

4. As a practical matter, state-owned armories are managed, operated, and controlled by the Adjutant General for the State Armory Board.

5. Armories may be leased by the Adjutant General from private sources in those instances where State-owned facilities are not available. The cost of management and operation of such leased facilities, including rent, will be paid by the Adjutant General.

SECTION III

ARMORY MANAGER

1. The Adjutant General, by order, will designate an appropriate National Guard officer stationed at each armory to be the manager of the armory. The manager will normally be the Senior Army National Guard officer assigned to the armory. However, any officer may be given this assignment.

2. The armory manager, as the representative of the Adjutant General, shall operate, manage, and control the armory. He will coordinate the use of the armory for military purposes among the using units and shall perform the duties set forth hereinafter with regard to the use of armories by the public as well as military units:

a. Be responsible for the care and safekeeping of the armory and of all State property therein.

b. Operate and maintain the armory facilities in the most efficient and economical manner possible to include, but not restricted to, the following:

(1) Coordinate military use and rental of armory facilities.

(2) Account for installed equipment in facilities.

(3) Account for property and equipment placed in armories and issued to units by this department and the Division of Engineering and Facilities/State Armory Board.

(4) Account for supplies and equipment procured or issued for operation and maintenance of facilities and ensure their proper use.

(5) Supervise armory caretaker (building maintenance-mechanic).

(6) Make necessary reports concerning use and operation of the armory facilities.

(7) Inspect armory periodically for proper cleaning,

maintenance, and state of repair.

(8) Serve in the capacity of chairman for the Managerial Committee.

(9) Represent the Adjutant General in the local/community in matters pertaining to the armory.

(10) Request supplies and materials required for the operation of the armory.

(11) Security and fire protection.

(12) Maintain appropriate records, books and accounts to ensure proper accountability for all armory rentals, purchases, and equipment.

(13) Newly appointed managers will inspect and review the books, records and accounts of the Managerial Committee for any discrepancy that may exist prior to his appointment. An audit of books, records and accounts of the Managerial Committee will be conducted by the Adjutant General or Division of Engineering and Facilities/Armory Board within 45 days after appointment if requested. Upon receipt of appointment from The Adjutant General, the Armory Manager will be responsible for all expenditures made from the armory account. Clarification of expenditures shall be directed to The Adjutant General or the Division of Engineering and Facilities/State Armory Board, if needed.

(14) Upon completion of the review, the Armory Manager will be held personally responsible for any unauthorized expenditures. Legal process will be used, if necessary, to recover these funds.

3. All State property, including furnishings, equipment, and other facilities located in the armory, shall be issued to the armory manager by The Adjutant General and the State Armory Board, and shall be accounted for by the armory manager.

SECTION IV

ARMORY BUILDING MAINTENANCE MECHANIC

1. The building maintenance mechanic is also referred to as the caretaker in this regulation. A caretaker shall be employed by the Division of Engineering and Facilities/State Armory Board for each armory to perform all necessary janitorial and maintenance services. He will be a State employee and will be hired by the Division of Engineering and Facilities/State Armory Board upon recommendation of the armory manager and approval of the Adjutant General. He will work a

normal 40-hour week, under the direction and supervision of the armory manager. His salary will be paid by the Division of Engineering and Facilities/State Armory Board in the same manner in which other State employees are paid. His regular work schedule shall be the same as the Federal/Military technician(s) assigned to the armory.

2. Armory caretakers are responsible to the armory manager for the cleaning, maintenance, repair, security, and fire protection of armory facilities in the most economical manner possible to include, but not limited to:

- a. Assisting the armory manager in coordinating and promoting the use and rental of the armory facilities.
- b. Cleaning, servicing, and maintaining armory facilities.
- c. Making repairs to armory facilities within capabilities.
- d. Improving, maintaining, and beautifying armory grounds within capabilities.
- e. Safeguarding all armory facilities, equipment, and supplies.
- f. Ensuring that firefighting equipment on hand is serviceable and readily available.
- g. Setting up armory facilities and equipment for activities as directed by the armory manager.
- h. Cleaning armory facilities and equipment in accordance with rental agreements as directed by the armory manager.
- i. Preparing requests for the armory manager for supplies and equipment for operation and maintenance of the facilities as required.

3. West Virginia Army National Guard/Federal Technicians will not be employed as caretakers.

SECTION V

ARMORY MANAGERIAL COMMITTEE

1. An Armory Managerial Committee shall be appointed by the Adjutant General for each armory to assist, advise, and oversee the armory manager in the management, operation, and control of the armory when used for other than military purposes. The Committee shall consist of five or more members and shall include the armory manager, other commanders or

units stationed at the armory, representatives of local governmental bodies, subleases where applicable, civic organizations interested in the use of the armory and representatives of the general public. When possible, at least one member will be from the minority group within the community. Members to this Committee shall be appointed by the Adjutant General upon the recommendation of the armory manager together with local; governmental bodies and organizations when participating, and shall serve for indefinite terms. Recommendations for appointment of members to the Armory Managerial Committee will be forwarded to the Adjutant General by the armory manager as vacancies occur.

2. The armory manager shall be ex-officio chairman of the Armory Managerial Committee, unless otherwise designated by the Adjutant General. The Administrative Officer, Unit Administrator or appointed individual of the armory manager shall serve as clerk of the Managerial Committee and shall keep its records, books, and accounts. A copy of all minutes of each Managerial Committee meeting will be forwarded to the Armory Facilities Manager, Division of Engineering and Facilities/State Armory Board, 1707 Coonskin Drive, Charleston, WV 25311-1099, no later than five (5) days following each meeting.

3. The Armory Managerial Committee shall assist, advise, and oversee the armory manager in the coordination of the use of the armory for other than military purposes and in the management, operation, and control of the armory during each use. Subject to the approval of the Adjutant General, it shall set the charges therefore and determine what uses shall be rent-free (See Section VII). All actions of the Committee shall be subject to the approval of the Adjutant General. In case of dispute between a majority of the members of the Committee and the armory manager, the dispute shall be submitted to the Adjutant General, whose decision shall be final.

4. The caretaker shall perform janitorial, maintenance, and other services, including safeguarding of Federal and State property, in connection with public use of the armory. He shall be paid for such services the amount included in the charge to the user or users. The actual cost of extra help necessary to assist the caretaker in connection with public use of the armory shall also be charged to the user or users as a part of the operating charge.

SECTION VI

PUBLIC USE OF ARMORIES

1. It is the policy of the Legislature, as set forth in

Section 1, Article 6, Chapter 15, of the Code of West Virginia, that in addition to their use for military purposes, armories shall be used "to provide facilities for use in times of fires, floods, riots, and other disasters, to provide public meeting places, recreational and other facilities, and to promote the general welfare." In furtherance of this Legislative policy, the State Armory Board has designated armories in such a manner that the military facilities therein are easily adaptable and usable for civic purposes. In many cases, armories have been expanded and the military facilities further adapted for civic use pursuant to agreements executed with local governmental units and civic organizations. Such agreements are basic to the operation, management, and control of the respective armories for which they were executed, and as such, are incorporated in and made a part of this regulation. In the event of conflict between the terms of such agreement and the provisions of this regulation, the terms of the agreement will prevail. Each armory manager will have on file a copy of any such agreement concerning his armory.

2. In accordance with the agreement executed by the State with the United States prior to the construction of each armory, wherein the State Armory Board agreed, ". . .at no time during the term of this agreement to permit any disposition or use to be made of the facility which will interfere with its use for the administration and training of units of the Reserve Forces of the United States, or in time of war or National emergency of other units of the Armed Forces of the United States, or any other use by the Federal Government. . ." The primary use of each armory must be its use by the units of the West Virginia National Guard and for other military purposes, and the Adjutant General or his designated representative has full and complete authority over the use and disposition of the armory for such purposes. At such times as the armory shall not be needed by the National Guard or for other military purposes, it shall be made available for the use of the community and other persons and organizations in the community for civic, recreational, and other proper purpose which will promote the general welfare, as directed by the Armory Board.

3. Any person renting the armory shall furnish evidence prior to commencing use of the facility that he has comprehensive public liability insurance for bodily injury in the amount of \$100,000 for insurance to one person, \$300,000 for one accident, and property damage insurance in a minimum amount of \$50,000 covering the activity for which this agreement is executed, with a company licensed to do business in the State of West Virginia. A copy of the Certificate of Insurance will be kept on file with a copy of the contract. Insur-

ance coverage is not required for non-profit activities and organizations.

4. The Armory Manager is responsible to submit a Report of Liability (Form RMI-2) to the Adjutant General or Division of Engineering and Facilities/State Armory Board for any incident which may occur during a rental or normal operation. Form will be submitted within three (3) days after knowledge of incident.

SECTION VII

FEES FOR USE OF ARMORY

1. Upon appointment of the Managerial Committee by the Adjutant General for each armory, the Committee shall draw up a Schedule of Fees for the use of the armory, to include a general statement of policy as to what uses will be rent-free. (Appendix 1) Such schedule will be submitted to the Adjutant General for approval, and when approved, it will become an Appendix to this regulation and will be the official Schedule of Fees to be charged for the use of that armory. No deviation shall be made from the Schedule of Fees for the use of the armory without prior approval of the Adjutant General. However, the Managerial Committee shall review the Schedule of Fees from time to time and shall make recommendations for any changes to such schedule and submit same to the Adjutant General at any time, and when approved, shall be posted as a change to the appropriate Appendix. Schedules will be reviewed and submitted for approval at least annually.

2. Fees for the use of the armory shall be divided into two parts, as follows:

a. Rent

b. Operating Charges

3. Rent: For the use of an armory, rent shall be sufficient to cover the use of the facilities for the activity contemplated, but shall not be set so high as to deter the use of the armory by the public. The Managerial Committee may use the following as a rule of thumb in determining the amount of rental:

a. A fee of 20 cents per person or 10% of the admission charge exclusive of taxes, whichever is greater, for each person attending an athletic contest or other event or use of the armory to which admission is charged. Only persons competing or participating in such contest or event and persons employed in connection therewith shall be excluded in computing the number of persons attending.

b. For all events or use of the armory to which no admission is charged, a flat fee based upon at least 20 cents per person for the number of persons who would normally use the type of facilities required and the activity contemplated plus 5% of the gross revenue, collected upon sales realized from the sale of concessions, programs, souvenirs, and other articles, exclusive of sales taxes, during the use of the armory whether rental is by flat fee or on percentage.

4. Operating Charges: Operating charges shall be sufficient to cover the services of the armory caretaker, the cost of utilities and supplies, extra employees necessary for the janitorial or other services in connection with the use of the armory, clerical fees, and an amount for the use of the Managerial Committee in defraying incidental armory expenses.

a. The charge for the caretaker or Guard representative shall be sufficient to cover his or her services in setting up the armory for public use, being present during such use for the safeguarding of State and Federal property, and cleaning up and restoring the facilities to proper order after the public use. Charges for services which he/she performs during his/her normal work hours, for which he/she is paid normal salary, shall be remitted to the Adjutant General as a part of the operational charge. For services performed at times other than his/her normal working hours, wages shall be paid directly to the caretaker or representative as an extra compensation for overtime worked. This will be listed on rental agreements under Caretaker or Extra Help. The caretaker shall be paid one and one-half (1-1/2) times his/her regular hourly rate when required to work a public rental beyond his/her regularly scheduled 40 working hours per week. This rate will apply to the caretaker when working in any capacity (caretaker or extra help). This rate may not apply to individuals other than the caretaker. Separate rates may be established for representatives and extra help other than the caretaker.

b. The cost of utilities consumed during the public use of the armory shall be computed on a realistic basis. Included in this will be the cost of cleaning and maintenance.

c. To defray incidental expenses of the Managerial Committee, not to exceed 20% of the total fee for the use of the armory shall be added to the operating charge.

d. The actual cost of extra help and other direct costs incurred in connection with a particular use shall be, included as part of the operational charge.

SECTION VIII

RENTAL AGREEMENTS

1. A rental agreement will be executed for each public use of the armory. This agreement will be executed in quadruplicate on Armory Board Form 1.

2. The rental agreement will be completed and executed by the armory manager or other person designated by the manager to prepare the agreement and by the lessee, at least one week prior to the start of the use of the armory, if possible. All parts of the agreement will be filled out and the total fee computed at the time of execution of the agreement except where the amount of the rent cannot be fully computed until after the use is completed. In such case, the rent and the total fee will be left blank, and the basis for computing the rent inserted in the proper spaces. The Adjutant General's copy (pink) of the Rental Agreement will then be mailed to the Division of Engineering and Facilities, 1707 Coonskin Drive, Charleston, WV 25311-1099, ATTN: Armory Facilities Manager. The lessee's copy (blue) will be delivered to the lessee and the Managerial Copy (white) will be retained in the armory by the clerk of the Managerial Committee. Upon completion of use of the armory, the amount of rent and total fee for the use of the armory shall be computed, where necessary, on Armory Board's, Managerial Committee's, and lessee's copy of the Rental Agreement, and the total fee for the use of the armory shall be collected from the user. The lessee's copy (blue) shall be marked "PAID", signed by the person receiving payment, and re-delivered to him as his receipt for payment of the fee. The Armory Board's copy (yellow) will be submitted to the Adjutant General with the Armory Board Form 2, monthly, and the Managerial Committee's copy (white) will be retained by the clerk of the Managerial Committee. All Rental Forms are accountable, and if voided, a copy will be returned with the report. If lost, a signed statement must be furnished with the report for that agreement form.

3. Rentals of the armory for other than a single use will be covered by special agreements negotiated by the Adjutant General with the advice of the Managerial Committee. However, only one rental agreement will be required for any organizations renting the armory for a period of one month or less. Under no circumstances will use be made of an armory by any group, club, organization, or person, other than the National Guard or Army Reserve in joint-use armories without the approval of the Adjutant General.

SECTION IX

DISPOSITION OF AND ACCOUNTING FOR FUNDS

1. Public use of armories, except as may be provided in agreements executed pursuant to Paragraph 3, Section VIII, shall be on a cash basis, and payments of fees must be made by the user upon or before completion of the use.

2. All fees received by the Managerial Committee for the use of the armory and miscellaneous income shall be deposited immediately in a special account in the name of the State of West Virginia and Armory name, in a reputable bank located in the State of West Virginia. All disbursements shall be paid out of such account by checks signed by the armory manager, or his designated representative and cosigned by a member of the Managerial Committee designated in writing by the Managerial Committee for such purpose. Checks used by this account will be numbered. Checks and check stubs will contain rental agreement number, where applicable. There will be no personal loans made or checks cashed from the account. There will be no revolving accounts utilized by the Managerial fund. A check must be issued for each purchase and items purchased will be listed on the check stub and in the remarks on Armory Board Form 2. All purchases made from this account shall be made within the State's purchasing policies and procedures. Purchases of equipment in excess of \$100. will be approved by the Managerial Committee. The Managerial Committee may set a limit to which the armory manager may expend without the approval of the Committee for purchases other than equipment.

3. Rent for the use of the armories shall be disposed of as follows:

a. Rent received for the use of leased armories shall be paid by the manager to the Adjutant General monthly, on or before the fifth day of the succeeding month.

b. Where agreements with local governmental bodies and organizations direct that rent shall be paid to such local governmental bodies or organizations, rent received for the use of State-owned armories shall be remitted by the manager as directed in such agreements.

c. Where there is no agreement for the payment of rent to local governmental bodies or organizations, rent

received for the use of State-owned armories shall be remitted by the manager to the Adjutant General monthly, on or before the fifth day of the succeeding month.

4. Operating charges shall be disposed of as follows:

a. Charges made for the services of the caretaker or representative shall be paid by the manager to said individual per contract, by check, with the contract number appearing on the check and check stub.

b. Charges for utilities shall be remitted by the manager to the Adjutant General monthly, on or before the fifth day of each succeeding month.

c. Charges for extra help and other direct costs shall be paid out when incurred by check, with the contract number appearing on each check and Form 2.

d. The amount charged for defraying incidental expenses of the Managerial Committee shall be retained in the Managerial Account and used by the Managerial Committee as necessary for the operations and improvement of the armory.

5. The armory manager shall account for all monies received and paid out on an Armory Board Form 2. Computer generated Form 2's are acceptable if they are completed in the same format, contain all information, and are signed. The account shall be kept and completed in duplicate. The first entry of each month will be the balance in the Managerial Committee bank account to be entered under "REMARKS". The account will be totaled at the close of business at the end of each month, and the last entry will be the balance in the Managerial Account, to be entered in the "Remarks" Column. The Remarks Column will be used to explain all Receipts and Expenditures. Adding the total receipts to and subtracting the total disbursements from the beginning balance must equal the closing balance. This report is a recap of the bank account. Only those dollars deposited in that month will be shown on Armory Board Form 2. Balances due are not to be reported or accrual accounting is not to be used. The report will be signed by the manager or designated representative and the member of the Managerial Committee designated to cosign checks. The original, together with the manager's remittances for rent and operating charges (separate checks), shall be forwarded to the Division of Engineering and Facilities/State Armory Board prior to the fifth day of the following month. The duplicate copy shall be retained by the manager at the armory in an appropriate binder, and shall constitute his account of receipts and disbursements.

6. A copy of the Armory Managerial Committee bank statement will accompany the Armory Board Form 2 each month. Should the bank statement be received after the due date of the Armory Board Form 2, separate mailing is acceptable.

7. All rental agreements, vouchers, and receipts shall be retained by the Managerial Committee in monthly files, until such time as disposition is directed by the Adjutant General.

8. Social Security wage reports will be submitted quarterly on all wages covered. Monthly deposits will be made directly to a local bank for all FICA taxes due. **This deposit must be made within three (3) banking days from the end of each month.** Deposit slips will be obtained from the Division of Engineering and Facilities/State Armory Board office. A copy of the deposit will be forwarded with the State Armory Board Form 2 each month. Failure to make timely deposits will result in payment of penalties by the Managerial Committee. W-2's will be prepared by the Managerial Committee for all wages paid by the Committee. Copy A of all W-2's will be forwarded to the Armory Board prior to 30 January each year.

9. The books, records, and accounts of the Managerial Committee shall be subject to audit by the Legislative Auditor, the Adjutant General, and the State Armory Board at all times, and shall be audited at least annually by the Managerial Committee. Statement of audit will be furnished to the Adjutant General by the first of September each year.

SECTION X

UTILITIES-REPAIRS-ALTERATIONS

1. Cost of utilities are paid from State funds allocated to the Division of Engineering and Facilities/State Armory Board. It is important that all armory facilities be operated in the most economical manner possible.

2. Repair costs for armory facilities are paid from State funds allocated to the Division of Engineering and Facilities/State Armory Board. Requests for repairs will be made to the Division of Engineering and Facilities/State Armory Board, State of West Virginia, 1707 Coonskin Drive, Charleston, WV 25311-1099, ATTN: Armory Facilities Manager.

3. Alterations to facilities will not be made without specific written approval from the Division of Engineering and Facilities/State Armory Board.

SECTION XI

UNIT ACTIVITIES, UNIT SPONSORED ACTIVITIES

1. Unit activities are defined as activities which are conducted for unit personnel and invited guests for the purpose of creating interest in the National Guard, improving morale, and to benefit the National Guard in general.

2. Unit sponsored activities are defined as dances, shows, or other activities to which the general public is invited, or when admission is charged. When an armory is used for this purposes, a rental agreement (Armory Board Form #1) will be expected as any other rental. Utilities are not exempted under these type activities. These activities will be reflected on the monthly report of the Armory Managerial Committee (Armory Board Form #2). Insurance requirements may apply to these rentals. Frequency of scheduling for this purpose should be limited in order that maximum public use may be made of the facility.

SECTION XII

PROPERTY

1. Property funded from the Managerial Fund is accountable to the Division of Engineering and Facilities/State Armory Board. Equipment with a cost in excess of \$100 will be maintained in a property log until retired. When property is purchased from the Managerial Committee fund, a property tag will be requested from the Division of Engineering and Facilities/State Armory Board. Upon receipt of the tag, property will be tagged and tag numbers will be listed on the property log. When new property is added to the property log, a copy of the updated log will be furnished to the Division of Engineering and Facilities/State Armory Board. Unserviceable property will be retired by the Division of Engineering and Facilities/Armory Board. The Division of Engineering and Facilities/State Armory Board will be notified of property designated unserviceable by tag numbers. Property will be removed by the Division of Engineering and Facilities/State Armory Board.

2. Division of Engineering and Facilities/State Armory Board property will not be removed from the armory for unit use, annual training, or other without approval by the Adjutant General or the Division of Engineering and Facilities/State Armory Board.

SECTION XIII


FLAGS

1. The National flag and West Virginia flag will be issued to each armory by the Division of Engineering and Facilities/State Armory Board. Replacements will be issued on a direct turn-in basis.
2. It will be the responsibility of the armory manager to see that the flags are cleaned and maintained in good condition.

3. Flags will be flown on all working days. Flags will also be flown any time any military unit is on duty at the armory.

4. Flags will be flown at half-staff at the direction of the Governor, the Adjutant General, or other appropriate authority.

FOR THE GOVERNOR:


JOSEPH J. SKAFF
Major General, WVARNG
The Adjutant General

DISTRIBUTION:
"A"

- Appendix 1 - Armory Rental Schedule of Fees
- Appendix 2 - Expenditures from Managerial Committee Funds

ARMORY RENTAL
SCHEDULE OF
(Revised _____)

Armory _____
Manager _____

	CLASSROOMS	RANGE	KITCHEN	DRILL HALL	ENTIRE ARMORY
I	COMMERCIAL RENTAL FEE				
	Admission Charged	Flat fee may be used if fees are based on rates below, and an estimate of the number of persons who would normally attend this type of event or activity is used.			
	No Admission Charged	20¢ per person or 10% of the Admission Charge (exclusive of taxes) whichever is greater.			
		20¢ per person plus 5% of gross revenue (Concessions, Programs, Souvenirs, Other Articles, Auctions) (Exclusive of taxes)			
II	NON COMMERCIAL RENTAL FEE				
		Organizations exempted from Rent Fee must be on file with approved Rental Schedule. Each rental classed as non commercial will be considered separately.			
		Same as No. I			
		Same as No. I			
III	OPERATING CHARGES				
	Utilities (Non-Exempt)				
	This rate will be based on total time. (including preparation, hours of event and clean-up)				
				Apr-Sep	Apr-Sep
				Oct-Mar	Oct-Mar
		The cost of utilities consumed during the public use of the armory shall be computed on a realistic basis. Included in this will be the cost of cleaning supplies and maintenance equipment used.			
IV	VARIABLE OPERATING CHARGES				
	Caretaker or Representative (1½ Caretaker Hourly Rate)				
	Extra Help				
	FICA - Current Contribution Rate				
V	MANAGERIAL COMMITTEE				
				20% TOTAL FEE	Maximum
VI	CLERICAL FEES			\$10 PER CONTRACT	Maximum

EXPENDITURES FROM MANAGERIAL COMMITTEE FUNDS

It is the intent of this Appendix to give guidelines for Authorized Expenditures from Managerial Committee Funds. Funds which are derived from the rental of an armory as described in WVMR (ARMY) 210-2.

WVMR (ARMY) 210-2, Section VII, Paragraph 4, Sub-Paragraph C, states:

"To defray incidental expenses."

Examples of these expenditures are as follows:

AUTHORIZED EXPENDITURES

Drapes or Blinds
Furnishings
Office Equipment
Kitchen Equipment
Repairs and Maintenance of Equipment Purchased
Beautification of lawns and/or parking lots

UNAUTHORIZED EXPENDITURES

Flowers for individuals or families for illness or death
Repairs of vehicles (flat tires, etc)
Items on Statement of Charges (Lost from unit or individuals)
Decorations - not reimbursed
Paper plates, cups
Gasoline

As stated in Section III, Paragraph 3, Sub-Paragraph B, Item 12:

Clarification of expenditures should be directed to the Adjutant General or Division of Engineering and Facilities/State Armory Board, if needed.