Erie County Technical School

PROPOSED AGENDA ITEM

MEETING DATE: June 27, 2013

SUBJECT: Policy update-#625,331,431,531

SUBMITTED BY: Marcia D. Jones

DESCRIPTION:
As a result of a Continual Improvement Action Form, Policy #625-Procurement Cards, and Policies 331, 431, and 531-Job Related Expenses have recommended updates. The changes are highlighted in yellow. The updates correspond with IRS taxable benefit regulations and changes to the Travel Voucher Form and creation of a Miscellaneous Expense Form. The recommended updates include:

1. Policy 625-Procurement Cards
    a. Changed language to require itemized receipts and employee signing of billing statement
    b. Changed language of approval process from supervisor to Business Manager and Director to reflect current practice
    c. Added travel expenses for lodging, transportation tickets and certain meals as authorized purchases
2. Policies 331,431,531-Job Related Expenses
    a. Added statement about Procurement Card being preferred method for transportation tickets, lodging, and meals
    b. Updated language in Travel Voucher section to refer employees to the Forms Index to obtain the vouchers, requirement of itemized receipts, and the 60 day submission timeline

RECOMMENDATION:
Motion to approve the updates to Policy #625-Procurement Cards, Policy #331-Job Related Expenses, Policy #431- Job Related Expenses, and Policy #531- Job Related Expenses