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

ERIE COUNTY TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: February 24, 2005

REVISED: June 27, 2013

	625. PROCUREMENT CARDS
1. Authority SC 510, 1850.1	The Operating Committee approves the use of a procurement card process for permissible purchases and vendor payments by designated employees to: 1. Improve the efficiency of purchasing and payment activities. 2. Reduce processing expenses of producing requisitions, purchase orders, and checks. 3. Improve controls for small-dollar purchases. 4. Streamline vendor payment. The Operating Committee directs the administration to establish safeguards to prevent misuse of such cards. The Operating Committee shall approve the list of employees authorized to use technical school procurement cards. The Operating Committee shall purchase adequate insurance coverage for procurement card misuse.
2. Definition	**Procurement card** - an organizational purchasing card designed to reduce the cost and bureaucracy of purchasing and vendor payment activities.
3. Delegation of Responsibility	A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions. All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose. Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager.

	An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.
4. Guidelines	Each employee using a technical school procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.
	Procurement cards shall be used only for authorized technical school purchases and shall not be used for personal purchases. The technical school retains the authority to revoke any procurement card used for unauthorized or personal purposes.
Pol. 317, 417, 517	Violations of this policy by an employee shall result in disciplinary action, in accordance with Operating Committee policy.
	The established procedure for processing purchases by employees using procurement cards shall be as follows: 1. Employee deals directly with the vendor. 2. Business office receives the consolidated invoice for payment. 3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches itemized receipts and signs billing statement. 4. Business Manager and Director reviews statement and signs approval.
	Purchases on his/her assigned procurement card by an individual employee shall not exceed the billing or budget cycle limit, or declining balance limit as assigned by the Business Manager.
	The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards: 1. Stationery, office supplies. 2. Repair services and parts. 3. Computer hardware. 4. Food for use in curriculum and school-related meetings. 5. Food and specialty items for Food Service.

	6. Instructional supplies.
	7. Textbooks and software.
	8. Utilities.
	9. Contracted services.
	10. Career and Alternative Education Program supplies and food.
	11. Gasoline for school owned, leased and rented vehicles.
	12. Approved travel expenses including lodging, meals not considered a taxable fringe benefit, tickets for transportation by bus, train or plane.
SC 751, 807.1 Pol. 610, 611	Procurement cards shall not be used to circumvent the required bidding process. Purchases over $4,000.00 require quotes and/or bids in accordance with established Operating Committee policy and procedures. Payment to the vendor for these items over $4,000 may be made with a procurement card upon approval of the Business Manager.
SC 751, 807.1	Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.
School Code 510, 751, 807.1, 1850.1 Operating Committee Policy 317, 417, 517, 610, 611	

ERIE COUNTY TECHNICAL SCHOOL

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	JOB RELATED EXPENSES
ADOPTED:	December 19, 1996
REVISED:	June 27, 2013

331. JOB RELATED EXPENSES

1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the school that are incurred in the course of performing services for the school whether within or outside the school, shall be reimbursed in accordance with this policy.
2. Guidelines	All persons traveling at the school's expense should exercise the same economy as a prudent individual would exercise in traveling on a personal business expense account. All reimbursement for official travel will be limited to actual and necessary amounts paid by the individual incurring the expense. <u>Authorization To Travel</u> Travel within the county is authorized by the Director for the Director and the staff. Travel outside the county but within a radius of 400 miles of the official headquarters of the county is hereby authorized by the Operating Committee for administrative personnel, administrative staff personnel, specialist personnel and coordination services personnel, for the purpose of implementing the assigned functions as indicated in the job description or as requested by the Pennsylvania Department of Education, however, the approval of the Director shall be secured before travel by the employee may be implemented. An employee incurring expenses on trips which exceed the distance of a radius of 400 miles must receive prior permission for such travel from the Operating Committee. <u>Point Of Origin</u> Distance traveled in the performance of duty shall be measured from the point of origin to the place where duties are performed.

The point of origin for a given trip is usually the employee's official headquarters and reimbursement for travel expense is usually based on this premise. If the place of origin is the employee's place of residence or elsewhere, reimbursement for travel is the lesser of:

1. Cost from headquarters to destination.

2. Cost from place of origin, residence or elsewhere, to destination.

Travel By Personal Automobile

The rate of reimbursement for use of the employee's automobile shall be at the IRS rate approved by the Operating Committee.

If two (2) or more employees travel in an automobile, only one (1) employee may charge for use of the vehicle.

Travel By Public Conveyance

All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel shall be by the most direct route. Transportation cost by bus, train or plane will be reimbursed only when receipts for the costs involved are presented with the expense voucher if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Meals And Lodging

Meals and lodging incurred in the process of doing routine business within the county are not reimbursable. Reimbursement for meals incurred may be claimed for luncheon and dinner meetings in which the employee's attendance is required.

Reimbursement for meals and lodging will be limited to actual cost and itemized receipts for lodging and meals must accompany the reimbursement claim if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Claims for expenses under the American Plan are allowed when contracted for at the minimum rate, and when incurred by employees residing at the host establishment while attending a conference or a convention on official business.

School Code 517	<u>Expense Account Limits</u> Total expenses for the fiscal year shall not exceed the amount provided in the budget except that additional expenses may be authorized by the Operating Committee for a special function. <u>Vouchers</u> Travel Voucher Reimbursement Forms are available to all employees on the Forms Index. The travel expense voucher shall indicate the date, location, purpose, number of miles, etc. for each date when expenses were incurred. Itemized receipts as required by this section of policy shall be included with the travel expense voucher. The employee shall complete, sign, and submit one (1) copy of his/her travel expense voucher. Travel expense vouchers must be submitted to the appropriate supervisor's office for approval no later than 60 days after incurring the expense. Expense vouchers shall be presented to the Director for approval before being processed.

SECTION:	PROFESSIONAL EMPLOYEES
TITLE:	JOB RELATED EXPENSES
ADOPTED:	December 19, 1996
REVISED:	June 27, 2013

ERIE COUNTY TECHNICAL SCHOOL

431. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses, including traveling expenses which any employee of the school incurs in the course of performing services for the school, will be made in accordance with this policy.

2. Guidelines

All persons traveling at the school's expense should exercise the same economy as a prudent individual would exercise in traveling on a personal business expense account.

All reimbursement for official travel will be limited to actual and necessary amounts paid by the individual incurring the expense.

<u>Authorization To Travel</u>

Travel within the county is authorized by the Director for the Director and the staff.

Travel outside the county but within a radius of 400 miles of the official headquarters of the county is hereby authorized by the Operating Committee for professional personnel, administrative staff personnel, specialist personnel and coordination services personnel, for the purpose of implementing the assigned functions as indicated in the job description or as requested by the Pennsylvania Department of Education, however, the approval of the Director shall be secured before travel by the employee may be implemented.

An employee incurring expenses on trips which exceed the distance of a radius of 400 miles must receive prior permission for such travel from the Operating Committee.

<u>Point Of Origin</u>

Distance traveled in the performance of duty shall be measured from the point of origin to the place where duties are performed.

The point of origin for a given trip is usually the employee's official headquarters and reimbursement for travel expense is usually based on this premise. If the place of origin is the employee's place of residence or elsewhere, reimbursement for travel is the lesser of:

1. Cost from headquarters to destination.

2. Cost from place of origin, residence or elsewhere, to destination.

Travel By Personal Automobile

The rate of reimbursement for use of the employee's automobile shall be at the IRS rate approved by the Operating Committee.

If two (2) or more employees travel in an automobile, only one (1) employee may charge for use of the vehicle.

Travel By Public Conveyance

All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel shall be by the most direct route. Transportation cost by bus, train or plane will be reimbursed only when receipts for the costs involved are presented with the expense voucher if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Meals And Lodging

Meals and lodging incurred in the process of doing routine business within the county are not reimbursable. Reimbursement for meals incurred within the county may be claimed for luncheon and dinner meetings in which the employee's attendance is required.

Reimbursement for meals and lodging outside the county will be limited to actual cost and itemized receipts for lodging and meals must accompany the reimbursement claim if personal funds are utilized. The preferred method of payment is the utilization of a ECTS Procurement Card.

Claims for expenses under the American Plan are allowed when contracted for at the minimum rate, and when incurred by employees residing at the host establishment while attending a conference or a convention on official business.

School Code 517	<u>Expense Account Limits</u> Total expenses for the fiscal year shall not exceed the amount provided in the budget except that additional expenses may be authorized by the Operating Committee for a special function. <u>Vouchers</u> Travel Voucher Reimbursement Forms are available to all employees on the Forms Index. The travel expense voucher shall indicate the date, location, purpose, number of miles, etc. for each date when expenses were incurred. Itemized receipts as required by this section of policy shall be included with the travel expense voucher. The employee shall complete, sign, and submit one (1) copy of his/her travel expense voucher. Travel expense vouchers must be submitted to the appropriate supervisor's office for approval no later than 60 days after incurring the expense. Expense vouchers shall be presented to the Director for approval before being processed.

SECTION:	CLASSIFIED EMPLOYEES
TITLE:	JOB RELATED EXPENSES
ADOPTED:	December 19, 1996
REVISED:	June 27, 2013

ERIE COUNTY TECHNICAL SCHOOL

531. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the school incurred in the course of performing services for the school, whether within or outside the school, shall be made in accordance with the following guidelines.

2. Guidelines

All persons traveling at the school's expense should exercise the same economy as a prudent individual would exercise in traveling on a personal business expense account.

All reimbursement for official travel will be limited to actual and necessary amounts paid by the individual incurring the expense.

Authorization To Travel

Travel within the county is authorized by the Director for the Director and the staff.

Travel outside the county but within a radius of 400 miles of the official headquarters of the county is hereby authorized by the Operating Committee for classified personnel, administrative staff personnel, specialist personnel and coordination services personnel, for the purpose of implementing the assigned functions as indicated in the job description or as requested by the Pennsylvania Department of Education, however, the approval of the Director shall be secured before travel by the employee may be implemented.

An employee incurring expenses on trips which exceed the distance of a radius of 400 miles must receive prior permission for such travel from the Operating Committee.

Point Of Origin

Distance traveled in the performance of duty shall be measured from the point of origin to the place where duties are performed.

The point of origin for a given trip is usually the employee's official headquarters and reimbursement for travel expense is usually based on this premise. If the place of origin is the employee's place of residence or elsewhere, reimbursement for travel is the lesser of:

1. Cost from headquarters to destination.

2. Cost from place of origin, residence or elsewhere, to destination.

Travel By Personal Automobile

The rate of reimbursement for use of the employee's automobile shall be at the IRS rate approved by the Operating Committee.

If two (2) or more employees travel in an automobile, only one (1) employee may charge for use of the vehicle.

Travel By Public Conveyance

All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel shall be by the most direct route. Transportation cost by bus, train or plane will be reimbursed only when receipts for the costs involved are presented with the expense voucher if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Meals And Lodging

Meals and lodging incurred in the process of doing routine business within the county are not reimbursable. Reimbursement for meals incurred within the county may be claimed for luncheon and dinner meetings in which the employee's attendance is required.

Reimbursement for meals and lodging outside the county will be limited to actual cost and itemized receipts for lodging and meals must accompany the reimbursement claim if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Claims for expenses under the American Plan are allowed when contracted for at the minimum rate, and when incurred by employees residing at the host establishment while attending a conference or a convention on official business.

Expense Account Limits

Total expenses for the fiscal year shall not exceed the amount provided in the budget except that additional expenses may be authorized by the Operating Committee for a special function.

Vouchers

Travel Voucher Reimbursement Forms are available to all employees on the Forms Index.

The travel expense voucher shall indicate the date, location, purpose. number of miles, etc. for each date when expenses were incurred. Itemized receipts as required by this section of policy shall be included with the travel expense voucher.

The employee shall complete, sign, and submit one (1) copy of his/her travel expense voucher. Travel expense vouchers must be submitted to the appropriate supervisor's office for approval no later than 60 days after incurring the expense.

Expense vouchers shall be presented to the Director for approval before being processed.