

## UPSTATE WORKFORCE BOARD Purchasing Policy & Procedures

**Purpose:** To provide guidance and establish an internal procedure for purchasing all items with Workforce Board funds.

**Background:** All purchase requests must go through the Executive Director and should be approved *prior* to incurring the expense.

**Policy:** All purchases must be signed-off by the Executive Director to ensure they are allowable, within budget, and entered into the inventory list as necessary.

### I. General Guidelines

- a. All invoices and/or requests for payment requiring back-up documentation to include but not limited to quotes, sign-in sheets, agendas, and proofs, must be first forwarded to the Chief Financial Officer (CFO) for review. The purpose of this review is to monitor strict compliance with the purchasing policy and is not to be considered approval of purchases or purchase requests.
- b. The Upstate Workforce Board (UWB) will follow the quotes schedule as established by Spartanburg County, State (SC Department of Employment and Workforce, SCDEW), and Federal Procurement requirements. All quotes must be obtained *prior* to any purchase commitments. Purchases made without the required quotes *will not be paid*. Quotes must be written quotes by the vendor. Quotes printed from websites will be accepted if written quotes cannot be obtained, but it is not the preferred method of obtaining quotes. Telephone quotes will not be accepted.
- c. Meeting expenses incurred (for meetings larger than two individuals) will require the submission of a sign-in sheet and an agenda.
- d. Sole sourcing is not allowed unless approved by the Executive Director and the Spartanburg County Purchasing Department in advance.
- e. Purchases and services over \$10,000 will be handled through the Spartanburg County Purchasing Department.
- f. Staff members should not commit to purchasing items or services (including expenses tied to community outreach) prior to receiving approval from the Associate Director and/or Executive Director, as necessary.
- g. Under normal circumstances, all finalized requests for payment submitted to the Executive Director by Friday at 12:00 p.m. will be submitted to Spartanburg County for payment the following Monday. Checks will be mailed the following Friday. *Advance checks for work-related travel will be the only exception to mailing. These checks will be held at the County Administration building and can be picked up the Friday prior to travel. Per Spartanburg County Policy, requests for travel cash advances should be submitted to the Finance Department through the Department Head, not more than seven (7) days nor less than two (2) days before the scheduled departure.* The Associate Director will inform staff of any changes made to these deadlines.
- h. Vendor Policy: Spartanburg County requires that all vendors submit a W-9 form to be included with the voucher for first-time payments. Vendors being utilized through the purchase order process are additionally required to complete the Vendor Registration Form (Attachment 1). Please note that a vendor willing to invoice the UWB for services or products is still required to follow this process.
- i. The CFO will submit a copy of the invoice and serial numbers when available to the Spartanburg County Property Coordinator ([lcullop@spartanburgcounty.org](mailto:lcullop@spartanburgcounty.org)) when new items are purchased that meet the following requirements:
  - i. An electronic item that costs more than \$500.00.
  - ii. Any other item costing more than \$1,000.00.
- j. Equal Opportunity (EO) Requirements: All purchases of outreach items and/or other printed materials must follow the following guidelines. Any order of such materials **MUST** provide a final proof to the Associate Director showing that these requirements are met **PRIOR** to purchasing such materials.

The purchase of “promotional items” is prohibited and only “program outreach materials” are allowable. “Program outreach materials” are for the purpose of increasing the participation of certain targeted populations in WIOA programs and activities. Separate outreach items for each program or group (Youth, Adult/Dislocated Worker and employers) will be used in order to display information specific to the given program. Items large enough to display all program information will be utilized for employers when possible. Outreach and recruitment is always conducted for our local programs and not to promote the Upstate Workforce Board. Our outreach efforts are also used to raise interest in the careers of manufacturing, construction, logistics, healthcare and technology. The UWB will follow 2 CFR 200.421 when making all decisions related to outreach.

- (a) 20 CFR § 678.900(c) states, “As of July 1, 2017, each one-stop delivery system must include the ‘American Job Center’ identifier or ‘a proud partner of the American Job Center network’ on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system.” The Associate Director or Chief Financial Officer will check for this logo on all SC Works material when conducting monitoring.
- (b) If the outreach materials (e.g., brochure, radio interview, or website) describe programs that are financially assisted under WIOA, or describe the requirements for participation in those programs, they must include the EO statements. The EO statements are, “an equal opportunity employer/program” and “auxiliary aids and services are available upon request to individuals with disabilities.” (See 29 CFR 38.34)
- (c) If you provide a voice phone number as a contact method, you must also provide the TTY number (TTY: 711).

The CFO will follow the attached Outreach Purchase Checklist Form (Attachment 2) to ensure that all staff are following the required guidelines and will provide approval prior to any purchases being made. The CFO will inspect all proofs before any items are ordered and then again as they are received to ensure that the proper wording is displayed correctly.

For every outreach item ordered, one must be kept in a designated box in room 109. Pictures of the outreach item may also be used.

- k. All mileage reimbursement requests MUST be submitted by the end of the following month in which the expenses were incurred (for example, the May mileage form is due by June 30<sup>th</sup>). If not submitted on time, mileage will not be reimbursed. June mileage reports must always be submitted by the end of June, due to the program year ending. The Travel Voucher – Business Use of Personal Vehicle Form (Attachment 3) should be used for these requests.

When use of a personal vehicle is allowed, travel will be authorized at a rate approved annually by Spartanburg County Council. Mileage will only be reimbursed for travel authorized for official UWB business. Appropriate mapping details from a website such as MapQuest should be submitted with reimbursement requests to document distance to be paid. In instances where two or more employees travel in the same privately owned vehicle to the same destination, only one mileage allowance will be allowable. Employees will be reimbursed upon proper receipt for all ferry, bridge, road and parking tolls. Mileage between an employee’s home and place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his or her home and does not go by the UWB

office, the employee will be eligible for reimbursement for actual mileage beginning at his or her residence.

- i. The Upstate Workforce Board sponsors and attends various chamber and other community partner events each year. These functions allow attendees including staff, board members and program staff the opportunity to network with area business leaders to promote our programs as well as to recruit for board and committee positions. Table signs and placards for these events will feature our programs. To the extent possible, we will document through photographs and other means that our staff and guests are networking and using the events for their intended purposes.

## **II. Purchases under \$250**

- a. **Office Supplies:** *Prior to placing any order for office supplies, staff members should check inventory to ensure item(s) needed is/are not currently in stock.* Requests for office supplies will be provided to the CFO and will include the type of supply and the quantity needed. If a specific product is requested, staff members must provide the item number from the ordering catalog or vendor website. Orders will be placed as needed by the CFO and items will be distributed upon receipt. The CFO will consult with the Associate Director and receive written approval before placing orders greater than or equal to \$250. The CFO will receive and process the invoice upon receipt.  
*Items of Emergency:* *Should a staff member need an item or items ordered for delivery prior to the next planned order, the staff member should hand deliver a request to the CFO, stating the urgency of the request.*
- b. **Other Purchases:** An invoice or description of services for expected costs should be submitted to the CFO indicating the type of service/product and the complete billing address. If additional information is needed, the CFO will return the request to the staff member who is responsible for obtaining the necessary information. If no additional information is needed, the CFO will input all necessary information into the Munis accounting system for payment. The service or product will be ordered in a timely fashion. All receipt documentation (packing slips, receipt of purchase, etc.) should be given to the CFO for upload into Munis and to be filed with matching paperwork for that transaction.
- c. **Costs incurred by staff while on business-related out-of-area travel** will require the submission of the Travel Expense Report Form (Attachment 4) including, but not limited to, meals, lodging, and travel expenses, in addition to agendas. Receipts are no longer required. Staff should refer to [www.gsa.gov](http://www.gsa.gov) for current per diem rates. Meal Incidental Expenses (IE) may be added to one meal per day (rate is currently \$5.00; check the website above for updated rates). Employees must travel a minimum of 50 miles from your residence to receive reimbursement for lodging. Employees will be advanced or reimbursed for breakfast if you leave the office prior to 7:00 a.m. and dinner if you return after 7:00 p.m. Cash advances will be allowed for mileage, lodging, and meal allowance at a rate of 100%. The Travel Advance Form (Attachment 5) should be utilized for these requests. Employee's using county vehicles can request gas cards from the Spartanburg County Finance Department two (2) days prior to traveling and must be returned within two (2) days upon returning. Copies of agenda and another form of documentation are required for a cash advance. Request for advances must be submitted to Finance not more than ten (10) days nor less than two (2) days before the scheduled departure. Completed Travel Expense Report Forms must be submitted to the Spartanburg County Finance Department within seven (7) days of the trip. Please refer to the Spartanburg County Policy on Travel (Chapter XVI of the Policy and Procedures Manual) for more specific guidelines on employee travel.

## **III. Purchases over \$250**

- a. Invoices between \$250 and \$999.99 require written (email permissible) approval in advance by the

Associate Director.

- b. Items costing:
  - \$1,000 - \$2,499.99: Must receive at least two (2) quotes
  - \$2,500 - \$9,999.99: Must receive three (3) quotes, awarded to the lowest bidder
  - \$5,000 and above: Must receive SC DEW approval for equipment
  - \$10,000 and above: Must receive sealed bids in response to a written request, awarded to the lowest bidder
  - \$50,000 and above: Must receive approval from Spartanburg County

Services solicited from consultants and/or independent contractors must receive a minimum of two (2) quotes.

- c. Staff is encouraged to utilize the South Carolina Business Opportunities (SCBO) website to solicit quotes. <https://scbo.sc.gov>
- d. Once quotes are secured, all necessary paperwork shall be submitted to the Associate Director and then to the CFO (having already received prior approval) for input into Munis.
- e. If a purchase is over \$2,500, the Associate Director will forward the request to the Executive Director for approval before payment is issued.

#### IV. Purchase Orders:

- a. Purchase Requisitions will be issued, as deemed necessary, by the Associate Director (when required by vendor, liability insurance required, etc.). Purchase orders are generated by the Purchasing Department of Spartanburg County.
- b. The Associate Director will designate the project and account numbers for all purchase orders and will forward them to the CFO. The CFO will then load all the required documentation into Munis. The Spartanburg County Purchasing Department will review the request and issue a purchase order number. Any email regarding a purchase request should be sent to all 3 individuals in the Purchasing Department: [lcoleman@spartanburgcounty.org](mailto:lcoleman@spartanburgcounty.org), [gpbennett@spartanburgcounty.org](mailto:gpbennett@spartanburgcounty.org) and [jhumphries@spartanburgcounty.org](mailto:jhumphries@spartanburgcounty.org). The Purchasing Department will then send a copy of the purchase order to the vendor and to the UWB CFO.
- c. When an item or service is rendered, the staff person receiving the item/service should notify the CFO. The CFO will then liquidate the purchase order and forward on to the Executive Director for approval. As of 7-1-16, furniture can no longer be purchased through Office Depot – only office supplies. The Purchasing Department will assist in securing competitive quotes for any necessary furniture purchases.
- d. ALL TECHNOLOGY (printers, computers, laptops, etc.) PURCHASES – are to be routed through IT to assist in securing best pricing and to ensure standardization of County specifications for hardware and software. IT (Kim Danner or Wyatt Shennan) will be required to sign a requisition below the purchasing Department Head. No desktop printers may be purchased, unless approved by Administration and IT.
- e. Any purchase request submitted for processing that has a contract or agreement with it to be signed should be sent directly to Lisa Coleman (Spartanburg County Procurement Director) for review and instructions. The purchase order will be processed once the contract has been reviewed by the Legal Department and signed by County Administration.
- f. Quotes from vendors with paperwork that includes the language “terms and conditions” will not be accepted by Spartanburg County and will have to be resubmitted by the vendor with the language removed. The County considers a signed, issued purchase order to be our contract for items and/or services that are outlined on the purchase order.

#### V. Petty Cash:

- a. Petty cash is used for purchasing stamps, office supplies and miscellaneous items when the normal request for payment deadline cannot be met, including emergency situations. Meetings where food will be served should be arranged through a vendor that can submit an invoice.
- b. Petty cash cannot be used to reimburse staff member travel-related expenses (including meals out of area).

- c. The CFO will be responsible for the petty cash box. Staff members that need money from petty cash should request it from the CFO. Staff members with a Spartanburg County issued PCard are not eligible to receive reimbursement or money from petty cash (they should use their PCard for all purchases). Exception will be made for emergency fuel for WB vehicles up to \$5.00.
- d. When money is requested from petty cash, the CFO will present the staff member with a Petty Cash Receipt/Voucher Form (Attachment 6) in which the amount requested and the item to be purchased will be noted. The staff member requesting funds must then have the Associate Director (in the absence of the Associate Director, the Executive Director) initial the voucher to verify the cost is allowable and return it to the CFO so the funds can be dispersed.
- e. All receipts, and any change, should be returned to the CFO, who will check the receipt(s) against the amount returned to insure the transaction balances. The voucher will be attached to the receipt and placed in the petty cash box.
- f. If a staff member pays for a purchase(s) out of his/her own money, the receipt will be placed in the petty cash box upon reimbursement. The staff member will complete a Petty Cash Receipt/Voucher Form at that time, as well.
- g. A Petty Cash Log (Attachment 7) will be kept of all deposits to and withdrawals from the cash box indicating the date, amount of the transaction, person withdrawing the money, and the resulting balance. The log will also indicate change received back from a staff member, and the date the change was received.
- h. When the available cash in the petty cash box is low (\$20 or less), the money to replace the receipts will be requested from Spartanburg County. The CFO will enter an invoice into Munis with all the details of the WB Office funds to be drawn from including appropriate back-up (e.g., sign-in sheets, agendas, etc.).
- i. The petty cash box will be kept in a secure, locked location, accessible only by the CFO (when the CFO is out of the office for an extended period of time, the Associate Director will be able to access the petty cash box).
- j. Petty cash will be balanced at least twice per month using the Petty Cash Reconciliation Form (Attachment 8). The Petty Cash Reconciliation Form will indicate the days on which the cash box has been balanced. Any amount which is not in balance will be reimbursed by the CFO and immediately reported to the Executive Director.

**VI. PCards:**

- a. Spartanburg County may issue PCards to Spartanburg County Department employees to use as department credit cards. The Executive Director designates which staff member(s) in the office will have a PCard and will inform the Finance Department at Spartanburg County.
- b. The County Finance Department will then schedule a training session with the staff member(s) to go over the rules and expectations of PCard use.
- c. Staff members that make purchases with a PCard must keep all receipts. The staff member will then present the receipts along with all necessary back-up documentation to the CFO who will assign account and project numbers for input into Munis. The system will then forward the request to the Executive Director for approval. PCard purchases made by the Executive Director are forwarded to the Spartanburg County Deputy Finance Director for approval.

**VII. Monitoring:**

- a. The Associate Director will be responsible for reviewing one month's (randomly chosen) expenditures once per quarter, during the program year. This review will ensure that all required back-up documentation is included in the files.

**VIII. Additional Attachments:**

- a. Attachment 1 – Vendor Registration Form
- b. Attachment 2 – Outreach Purchase Checklist Form
- c. Attachment 3 – Travel Voucher - Business Use of Personal Vehicle Form (mileage reimbursement)
- d. Attachment 4 – Travel Expense Report Form

- e. Attachment 5 – Travel Advance Form
- f. Attachment 6 – Petty Cash Voucher Form
- g. Attachment 7 – Petty Cash Log
- h. Attachment 8 – Petty Cash Reconciliation Form

**Inquiries:** Staff members are encouraged to contact the CFO, Mr. Brent Bishop, if they have any questions or need further clarification on this policy.

---

Updated 3/9/20 to reflect changes to policy related to community outreach and recruitment.