

NEBRASKA GAME & PARKS COMMISSION

PURCHASING CARD PROGRAM MANUAL

REVISED March 2012

Purchasing Card Administrator's

Shirley Bokelmann
Budget & Fiscal
Phone 402/471-5486
Fax 402/471-5650
Email:

Shirley.Bokelmann@nebraska.gov

Jolene Kumpula
Budget & Fiscal
Phone 402/471-5400
Fax 402/471-5650
Email

Jolene.Kumpula@nebraska.gov

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Attachments:

- 1) Sample Cardholder Agreement and Article
- 2) Direct Purchase Authority Policy
- 3) Purchase Log to copy and use if you handwrite your Log. An electronic copy is available for use, if needed contact Shirley to obtain the electronic copy.

Nebraska Game and Parks Commission

Purchasing Card Program

Introduction

Nebraska State Accounting is responsible for the statewide Purchasing Card Program. The Game and Parks Purchasing Card Administrator's are the contact point for Purchasing Card policies and procedures and processing. The Administrator's are responsible for updating the policies and procedures manual located on our web page at <http://outdoornebraska.ne.gov/staff/>

The purchasing card will enable Nebraska Game and Parks Commission (NGPC) employees to make small purchases with the convenience of a credit card. The use of the card will improve efficiency and effectiveness by reducing costs associated with processing small dollar purchases and payments and will provide vendors with immediate payment.

Special Purchasing cards can be issued for the use of utility payments (utility cards). These cards will have a higher credit limit and shall only be used for utilities. Requests for these cards should be directed through an individuals Division administration to Shirley Bokelmann or Jolene Kumpula.

Purchasing card purchases are governed by the same statutes and procurement rules that apply to all other purchases paid by a State warrant. **This card is merely another form of payment and does not give anyone authority to make purchases that were not allowed previously under the Direct Purchasing Authority Policy** (see attached copy).

Cardholders play a critical role in ensuring the success of the purchasing card program. **Having a purchasing card is the Agency's demonstration of confidence in its employees.** Although the card lists the individual employee's name; it is actually issued to the State. The agency is responsible for the use and payment of purchases with the Purchasing Card however, cardholders are accountable for the card's security and use. The Purchasing Card Administrators monitors the cardholder's use of the card and ensure accurate recording of expenditures and adherence to agency purchasing policies and procedures.

Effective April 1 2012, US Bank is the issuing bank for Visa labeled purchasing cards for the State of Nebraska. The cards are embossed with the State of Nebraska logo, the cardholder's name, account number and "state tax exemption" statement. Card use is partially controlled through allowable merchant codes and single and cycle spending limits. Every cardholder must receive training on the proper use of the card and sign an agreement stating adherence to program policies and procedures.

Roles and Responsibilities

Cardholder Shall:

- Safeguard VISA Purchasing Card issued in his/her name.
- Report lost or stolen cards immediately to US Bank and the Purchase Card Administrator. The phone number for the US Bank is located on the form that your initial card comes on, so be sure and retain the form in a file.
- Comply with all policies and procedures relating to the use of the card.
- Review monthly statements and immediately report any discrepancies to the Purchasing Card Administrator who will advise State Accounting of such discrepancies.
- Resolve any discrepancies directly with the vendor and inform the Purchasing Card Administrator of any such resolution.
- Complete all fields of the Purchasing Card Log, including equipment/building/project numbers, signature and Business Units and submit to division with original receipts and credit card statement. (See example attached).
- Ensure no sales tax is charged to the purchase. The State of Nebraska is tax exempt from Nebraska sales tax; make sure that all taxes are taken care of on your Purchasing Log before submitted to your Division.
- Make copies of original receipts and credit card statement for their records. (See examples attached)
- **Ensure delivery of statements to the Budget & Fiscal Division by the 15th of each month.**

Purchasing Card Administrator shall:

- ✓ Receive purchase card log, original credit card statement and original receipts from the Division for the processing of the Purchase Card Log.
- ✓ Review monthly purchases and code the log with information provided by the employee on the Purchasing Card Log.
- ✓ Review and notify cardholder of discrepancies on purchases. (e.g. state sales tax) A copy of your log and any discrepancies will be returned to you with the requested information, please see that the copy is returned with the needed information to Shirley in the Budget and Fiscal Division.
- ✓ Reconcile cardholder's statement with journal entry from State Accounting.

- ✓ Maintain all archived purchasing card payment documentation in accordance with NGPC records retention policy.
- ✓ Maintain copies of cardholder applications, agreements and card numbers.
- ✓ Sign application and agreement forms and forward to State Accounting.
- ✓ Conduct training session for new cardholder.
- ✓ Receive and distribute new cards to cardholders.
- ✓ Cancel purchasing cards.
- ✓ Act as contact with State Accounting's State Purchasing Card Administrator.
- ✓ Develops and enforces NGPC purchasing card policies and procedures.

Requesting a Card

NGPC employees are eligible to become purchasing card cardholders based on their job responsibilities and their need to make purchases. Cardholders are selected by their approving Divisional officials.

Request for purchasing card (*new, change of name or address*) are to be made by completing and signing the Purchasing Card Application form located at the following link www.das.state.ne.us/accounting/forms/pcard and submitting to employee's Division Administrator or designee.

The Division will send the application to Shirley or Jolene (Budget and Fiscal Division) requesting that a card be issued. The Purchasing Card Administrator will sign the form and forward it to State Accounting for creation of the purchasing card. A copy of the application form will be retained by the Purchasing Card Administrator in the Budget & Fiscal Division.

Training and Agreement

All new cardholders are required to receive training on the use of the purchasing card. The training includes:

- ⇒ Description of the program.
- ⇒ Obligations of the cardholder.
- ⇒ Limitations of the purchasing card.
- ⇒ Allowed and prohibited purchases.
- ⇒ Statement review.

⇒ Consequences of misusing a purchasing card.

Before the card will be issued, the cardholder is required to receive training and sign a "Cardholder Agreement" (Attachment 2). For remote areas a phone training session can be scheduled and the form will be mailed to the employee. Upon returning the **signed** "Cardholder Agreement Form", the card will be mailed.

The agreement outlines card uses, cardholder's responsibilities and consequences for the misuse of the card. The Purchasing Card Administrator will forward the original signed agreement to State Accounting and will retain a copy in the Budget and Fiscal Division files.

Card Distribution, Activation and Custody

Purchasing cards will be distributed to the cardholder upon completion of training and signing of the Cardholder Agreement Form. The cardholder must safeguard the card by signing the back immediately. Each card must be activated in accordance with instructions explained on the card (It is quite possible that some cards will arrive pre-activated by State Accounting if this is the case, no 'activation instruction sticker' will be present on the card).

Should you need to contact the bank they will ask for the last four digits of your Social Security number you are to give them the last four digits of your **employee number**. **Your Social Security number is not used in any form with the US Bank card only your employee number**.

The cardholder is responsible for the purchasing card and its use at all times. The NGPC is liable and responsible for payment of all transactions unless they are successfully disputed or are illegal purchases.

The person issued the purchasing card is the only one authorized to use that card. The card is not be given to or shared with any other person. (It is recognized that extenuating circumstances may arise-however, such exceptions should be approved by the Purchasing Card Administrator in advance and only for specific instances).

Lost or Stolen Cards

The Cardholder is to report lost or stolen cards to US Bank (1-800-344-5696) and the Purchasing Card Administrator's, Shirley Bokelmann (402-471-5486) or Jolene Kumpula (402-471-5400) immediately.

The cardholder should also inform his/her division administrator. When the 800# is called, the customer service rep may ask if the card is to be sent to the system address (which is State Accounting). The cardholder will respond **yes** and it will be sent through the normal channels to State Accounting. The Nebraska Game and Parks Commission is liable for all charges until the lost or stolen card is reported to the bank.

Credit Limits

Credit limits and controls are established when the card is authorized and issued.

The purchasing card may not be used for single purchases in excess of \$2,000 (including delivery, shipping, etc.). A single purchase can include any number of items.

Charges shall not be split in order to exceed the limit. The Purchasing Card Administrator's (Shirley or Jolene) do have the ability to increase the authority of individual cards for purchases exceeding \$2000 under certain circumstances and for temporary time frames. Please contact them if this situation arises or if you have questions.

All transactions are approved or declined based on the following purchasing card criteria:

- ❖ Single purchase limit not to exceed \$2,000.00.
- ❖ Monthly purchase limit not to exceed \$10,000.00.
- ❖ Merchant category code restrictions.

Making a Purchase

Purchases are to be for official NGPC business only, and are to be reasonable and necessary.

The VISA Purchasing Card functions much the same way as your personal credit card. Unlike your personal credit card, the state purchasing card is blocked by Merchant Category Code (MCC) restrictions. Only purchases from identified types of Purchasing Card vendors can be made, or the purchases will be rejected. If the need arises you can contact the Purchasing Card Administrators to have a vendor unblocked.

Purchases can be made in person (*preferred*), over the phone or on the Internet. **If the order is placed over the Internet, make sure it is a secure site and a receipt is requested and printed.**

When purchasing goods via the telephone you will need to track these purchases on a Telephone "*purchase*" Log (Attachment 3). The telephone log should be completed at the time of the order since the invoice may not arrive at the time that the purchase shows on your credit card statement. When reconciling your credit card statement, you only need to attach the telephone log if you have **not** received the invoice/receipt. When the invoice does arrive, it needs to be sent to Budget & Fiscal, attn: Shirley. When sending late receipts, please attach a cover memo explaining which statement was involved.

State Sales Tax Exemption

The State of Nebraska is tax exempt from Nebraska sales tax.

At the time of purchase, the cardholder should notify the vendor that the purchase is Nebraska State sales tax exempt. If the vendor requests a tax-exempt number, the cardholder should provide the State's Federal Tax Identification number (47-0491233). If the vendor requires a form 13, sales tax exemption form, please contact Shirley or Jolene.

Each employee **MUST** ensure that the vendor has not charged Nebraska sales tax. The card shows tax exempt on the face but **it is YOUR RESPONSIBILITY TO ENSURE THAT THE CLERK DOES NOT CHARGE SALES TAX ON YOUR PURCHASES**. You need to check your receipt before you leave the store to ensure that the Nebraska sales tax is **NOT CHARGED**. If the receipt does show sales tax, you need to have the clerk credit your account for the amount of the sales tax. All receipts pertaining to this transaction need to be retained for your reconciliation of your statement.

NOTE: each business has their own procedures for processing tax-exempt business. Before purchasing items, go to the Customer Service area of the business and explain that you have a State of Nebraska Purchasing Card that is tax exempt. The vendor will then explain the process they use to ensure the sales will be tax exempt.

Some telephone order businesses are collecting Nebraska sales tax even if you are calling another state for your purchase. This is due to the fact that they may have a location in Nebraska. **WE ARE EXEMPT ONLY FROM THE NEBRASKA SALES TAX**. We are not exempt from other states sales tax. Most states do have a point of delivery system where they do not charge their sales tax when mailing goods to other states. You should verify with the vendor exactly what you are being charged for at the time of the order. If it is Nebraska sales tax, have the Vendor deduct before making the charge.

Documentation

You need to obtain an itemized receipt from the vendor at the time of the purchase.

In some cases, you will have both the itemized **receipt** and the **merchant credit card slip**. The **merchant credit card slip** is the paper that has your signature. It lists the total of the charge and the credit card number but is usually not itemized. Vendors must give you an **itemized receipt**. State Statute 81-118.02 states, "An itemized receipt for purposes of tracking expenditures shall accompany all state purchasing card purchases. In the event that an itemized receipt does not accompany such a purchase, State Accounting shall have the authority to temporarily or permanently suspend state purchasing card purchases..."

You must submit receipts even if you have obtained a credit and the balance is zero. All charges on your credit card statement must be substantiated. The cardholder should contact the vendor directly if the original supporting documentation is lost or if the vendor did not provide it. It is the responsibility of the cardholder to ensure that every transaction has valid supporting documentation.

Valid documentation includes:

- o Itemized receipt from the vender.
- o Packing slip only if purchases are itemized and totaled.
- o Confirmation order, screen print, or invoice supplied by Internet vendor.

All transactions are subject to audit by the State Auditor of Public Accounts.

KEY Purchasing Points

The following points relate to the purchasing procedures and other items for which the purchasing card **may not** be used. A copy of the detailed Agency Direct Purchase Authority Policy is attached for your review.

- 1) **This card does not eliminate or override any purchasing policies regarding the need for requisitions for certain purchases such as guns/weapons, micro-graphic equipment, printing reproduction equipment, photocopy equipment, mailing equipment, office furniture, IT equipment, communications equipment or other fixed asset costing between \$1500.00 and \$1999.99.** If you are using the purchasing card to pay for items that are requisitioned and authorized for direct purchase you need to ensure that you insert a requisition number on the Purchase Log (Attachment 4).
- 2) This card does not eliminate or override any purchasing policies regarding the purchasing of the following:
 - i) Office Supply items available under the Office Depot contract or items available under contracts with the Department of Administrative Services Central Stores.
 - ii) Printing and copying which should go through State Material Section.
 - iii) Furniture, including institutional and office equipment (See Direct Purchasing Policy attachment 1).
 - iv) Telecommunications equipment since the Department of Communications (part of the Office of the Chief Information Officer, OCIO) is responsible for the acquisition coordination of all such equipment (includes telephones, answering machines, faxes, cell phones, PDA's, etc).
 - v) Computer hardware and software.
 - vi) Computer supplies under contract.
- 3) You must follow the attached Direct Purchase Authority Policy on single purchases in excess of \$500.00 but less than \$2000.00. **Splitting of invoices to circumvent any purchase rules will not be tolerated and could result in losing the privileges of**

having a purchasing card. Pre-approved deviation may be possible from the Purchasing Card Administrators' for extenuating circumstances.

- 4) This card cannot be used for travel expenses, including lodging or meals. The state has a travel card that is in the employee's name where the employee is totally responsible for payments.
- 5) This card cannot be used for any payments that are under service contracts such as Garbage Contracts. Contracts must be documented in E1. If you have questions, please call Shirley Bokelmann or Jolene Kumpula.
- 6) This card cannot be used for personal maintenance items. Examples include coffee or decanters for coffee or other personal or related items for the office. If you are unsure if the purchases are eligible as state purchases, please call Shirley or Jolene.
- 7) This card is not intended to be used for vehicle expenses, especially fuel. Each vehicle is assigned a Voyager card for fuel and repairs. Some individuals have Voyager cards to make fuel purchases for boats, gas cans etc. If you are making repairs to a vehicle and the vendor does not accept Voyager, then you may use the purchase card for these repairs. **Documentation must be attached to your purchasing Card Log for auditing purposes in this case.** Fuel for vehicles should never be purchased with this purchase card. You're Voyager card must be used for fuel for vehicles. Most vendors classified with an MCC code as fuel stations will be blocked.

The following points relate to items for which the purchasing card may be used (provided the particular vendor is not blocked):

- Postage stamps (only for those who **do not** have postage meters available)
- Books, video tapes
- Conference registrations: When there are no extra activities included in the registration fee. These activities, like tours, are normally not reimbursable. Call Shirley or Jolene if you have questions about these activities.
- Photo development
- Equipment parts
- Lumber and hardware
- Landscaping/nursery material

MCC (Merchant Category Codes) numbers are assigned to all businesses. These codes indicate the type of business. The State has determined some of these are not to be used and are blocked. This means that the card will not be accepted at that business. We do not know that a vendor has been blocked until you attempt to use your card at the business and it is declined.

Example: Originally, the vendor was a liquor establishment and was coded with an MCC code for that type. Then the vendor became a convenience store with other goods to sell but the code stayed the same because the vendor did not change it. This vendor would be blocked. If your card is declined, please call Shirley Bokelmann at (402-471-5486) or Jolene Kumpula (402-471-5400). They will find out the reason that the card was declined from State Accounting. If it is a vendor that we need to use, State Accounting will try to work with us to unblock the vendor.

Reconciliation of Credit Card Statement

Each employee, assigned a purchasing card, is responsible for reconciling their statement. The mailing address of the statement will be the employees headquarter location. If at any time your address should change, contact Shirley or Jolene so that the proper paperwork can be completed to ensure that the statements will be delivered to the correct address.

Each purchase card has an assigned default Business Unit that purchases are charged to. If a purchase needs to be charged to a different Business Unit or split between a couple of Business Units, please indicate that on your purchase log.

The billing cycle ends on the 20th working day of the month. You will not receive a statement if you have **not** made purchases that month. If you have made purchases and do not receive your statement, contact Shirley at 402-471-5486.

Each US Bank credit card statement will show that the Amount Due is **zero** every month. State Accounting pays the bill each month which results in the zero balance. You must still submit your purchase card log, credit card statement and receipts each month.

Reminder: You will not receive a statement when there has been no activity on your account so if you receive the statement; you have had activity that month.

Reconciliation Procedure:

- 1) Keep the itemized receipts/paid invoices and/or credit card slips, in a folder in date order to make the end of the month reconciliation easier.
- 2) Upon receiving your statement, verify that all charges are valid and check the names of the vendors and amounts. If the statement shows a charge that you do **not** think you have made, your first recourse is to contact the vendor to inquire as to what the charge was for.
 - i) If the charge **does** belong to you and the receipt/paid invoice has been misplaced, please obtain one from the vendor to submit with your Purchasing Log.
 - ii) If the charge is **not** yours and the vendor agrees that it is an error, they should credit your account. If the vendor does not agree that an error has been made, contact Shirley or Jolene as soon as possible so that they can notify State Accounting of the dispute and it can be dealt with. A Dispute form

will be completed with help from State Accounting. If we inform State Accounting soon enough they can probably avoid the charge.

- 3) Complete a purchasing log by filling in all the fields such as: Date of the purchase, Vendor name, Purpose of the goods acquired, Requisition and Purchase Order number (if applicable), Equipment number, Business unit to be charged, Federal Aid number if applicable, Sub ledger Activity if applicable and Invoice Amount. This information will be used to audit the Purchasing Card Log and transfer the costs to the proper accounts. Please **blackout** the credit card number on your statement prior to submittal. No one should have access to the number except you and the program Administrators.
- 4) **Please use colored paper** for the purchasing log as it makes it stand out from all the invoice logs that are received in the Budget and Fiscal Division. Make a copy of the statement and receipts for your records. **STAPLE** the original statement, and attach all receipts, credit slips and telephone logs (if needed) to the Purchasing Log. All small receipts should be attached to an 8x11 piece of paper to keep them from getting lost. All receipts need to be in the same order as the statement if possible. The Purchase Log also needs to be totaled and this total verifies that it is the same as the Statement. **This makes processing more efficient.**
- 5) There are Excel spreadsheets for the Purchasing Log and Telephone log. Call Shirley or Jolene and one will be e-mailed to you.
- 6) Submit your Purchasing Log and statement directly to your division within one week of receiving your statement.
- 7) Your division will sign and then forward it to Budget and Fiscal. **(All Purchasing Logs are due in Budget & Fiscal Division by the 15th of each month)**
- 8) **Returns:** If you have a return and you still have the original receipt, you must ensure that the Vendor returns the original to you along with the credit receipt; otherwise, make a copy of the receipt before giving it back to the Vendor for a return. If you have already submitted the original to the Lincoln office, notify Shirley and she will return the original to you and retain a copy for her files in the Budget & Fiscal Division.

PLEASE ENSURE THAT YOU SUBMIT YOUR RECEIPTS/PAID INVOICES ON A PURCHASING LOG AND NOT ON AN INVOICE LOG WHERE YOU SUBMIT UNPAID INVOICES. We do not want to pay vendors twice and use your authority twice.

Canceling a Card

When a cardholder terminates NGPC employment, the credit card needs to be cut in half and destroyed. The division needs to inform Shirley or Jolene so that they can cancel the credit card through State Accounting.

BOTTOM LINE:

DO:

- ✓ Protect your card from unauthorized use
- ✓ Follow normal direct purchase authority policy
- ✓ Send in your monthly statements with proper documentation
- ✓ Ensure that all statements arrive in Budget and Fiscal by the 15th of the next month
- ✓ Contact Shirley or Jolene with any questions or concerns (before taking action)
- ✓ Use Voyager Card for all vehicle related expenses

DON'T:

- ⊗ Don't use for vehicle related purchases (Use Voyager Card)!
- ⊗ Don't loan your card out to someone else!
- ⊗ Don't pay Nebraska Sales Tax!
- ⊗ Don't split bills!

Agreement to Accept the US Bank Visa[®] Purchasing Card

The US Bank Visa[®] Purchasing Card represents the State's trust in you. You are empowered as a responsible agent to safeguard State assets. Your signature below is verification that you have read the Purchasing Card Manual and agree to comply with it as well as the following responsibilities. It also acknowledges that you have received the US Bank Visa[®] Purchasing Card #4715-6270-

1. I understand the card is for State-approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of State funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify U.M.B. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the agency coordinator and to the DAS Accounting Administrator.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. No other person will use the card without my approval. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by DAS Accounting. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of State funds.
7. As the card is State property, I understand that I may be periodically required to comply with internal control procedures designed to protect State assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will immediately notify the agency coordinator of any discrepancies and assist with resolving them.
9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by agency management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change, but will affect future charges.
10. I understand the US Bank Purchasing Card is not provided to all employees. Assignment is based on my need to purchase materials for the State. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
11. Please return signed agreement to: State Accounting, Attn: Bob Timme, Room #1309 State Capitol.

Employee Signature

Agency Coordinator Signature

Employee Printed Name

Agency Coordinator Printed Name

**NEBRASKA GAME AND PARKS COMMISSION
MEMORANDUM**

TO: Assistant Directors, Division Administrators, Regional Park Managers and Independent Section Administrators

CC: Judy Alderman, Becky Tejral, Don Lanning, Dorothy Porath, Jolene Kumpula and Mark Pinkerton

FROM: Rex Amack, Director



Patrick H. Cole, Administrator
Budget and Fiscal Division



SUBJECT: Revised Direct Purchase Authority

DATE: September 16, 2009

The Commission's Direct Purchase Authority Policy authorizes the purchase or lease of goods for non-contract purchases under \$2,000. This matches the maximum amount allowed on the state's purchasing card, and should encourage further use of the card. We trust that field staff, in an effort to stay within their respective budgets, will continue to shop around for the best price.

This continues our efforts to empower the field staff and enhance the ability to procure goods and services, for most transactions, in a timely fashion. Items that required requisitions previously continue to require requisitions. Items that are restricted from direct purchase authorization are listed in the attached Agency Direct Purchase Authority Policy.

Purchases will continue to be monitored at both the divisional and agency level. Revocation of direct purchase privileges will remain a course of action for deviation from the policy as outlined in the attached.

BE REMINDED that **FURNITURE** purchases must be **REQUISITIONED** and **ALL SERVICE CONTRACTS** must be entered into NIS, thus direct purchase authority does not apply to these items.

Please share the attached revised policy with your staff.

Attachment.

NEBRASKA GAME AND PARKS COMMISSION DIRECT PURCHASE AUTHORITY POLICY

Purpose

The purpose of this policy is to provide uniform guidelines for the direct purchase, lease or contract of goods or services.

Definition

Direct purchase authority is defined as authorization which enables personnel to purchase, contract or lease directly from a vendor for goods costing \$2,000 or less (*restrictions do apply which are discussed in a subsequent section of this policy*). It is recommended that you use your State Purchasing Card, wherever it is accepted, for purchases not restricted from Direct Purchase Authorization.

Legal Authority

This policy is in keeping with the policy developed for all state agencies by the Materiel Division, Department of Administrative Services, as authorized by Statute 81-161.03.

Items Restricted from Direct Purchase Authorization

The \$2,000 direct purchase authority CANNOT be used to purchase, lease or contract the following restricted items. However, some restrictions are not absolute.

1. **Office Supply Items** - Office supply items must be purchased from the statewide contract or through Office Supply Bureau. Contact Purchasing Section for information.
2. **Printing** - All printing requests must be processed through the AS Materiel Division, Printing Services. Printing Services will determine how the request will be processed to ensure request is completed in the most cost effective manner that meets the needs of the agency. Request must first go through I & E Print Production Manager for review before requisitioned. – Must be requisitioned.
3. **Contract Items** - Items for which contracts have been established by the AS Materiel Division, State Purchasing Bureau may not be purchased from other sources without written approval from State Purchasing. Once approval is obtained, the purchasing agency must proceed with generating a purchase order in NIS. Purchase orders are to be completed prior to placing the order with the vendor. Contact Commission's Purchasing Section for information regarding contract availability. Must be requisitioned. State Purchasing Bureau

web address to search existing contracts or view all contracts is:
http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php

4. **Service Contracts** - Such contracts may not be written for more than 12 months duration and must be documented in NIS (for information regarding documentation in NIS, contact Commission's Purchasing Section).
5. **Telecommunications Equipment** – The Office of the CIO – Division of Communication is responsible for the acquisition, coordination and consolidation of all telecommunications equipment, services and facilities to include:
 - o Telephone equipment, services and facilities;
 - o Data communications equipment, services to include switches, routers, and hubs;
 - o Radio equipment; and
 - o Fax machines

Telecommunication items need to be routed through the agency's telephone coordinator (duty is currently assigned to Lynn Hartog, Administration Division.) – Must be requisitioned.

6. **Weapons/Guns** - Must be requisitioned and purchase orders are to be completed prior to placing the order with the vendor. Contact Commission's Purchasing Section for information. This includes archery equipment, pellet guns and air rifles.
7. **Information System Items** - As defined in State Statute §81-1117 (1), the Office of the CIO must approve the acquisition of any information management item. This includes computer equipment, peripheral devices, software, maintenance and professional services for any IT project. The Nebraska Information Technology Commission has adopted a policy that enables the Office of the CIO to maintain a list of preapproved items for purchase by agencies. Contact Commission's Purchasing Section for information regarding preapproved items. Agencies must provide sufficient information that allows the reviewer to determine what is being purchased, the purpose, total cost, and a contact for additional information. This information can be provided as either a text note or an attachment to the header in NIS. Must be requisitioned
8. **Micrographic Equipment** - Must be requisitioned.
9. **Motor Vehicles** - Must be requisitioned.
10. **Mail Equipment, Postage Meters, Postage, and Scales, etc.** – Must be requisitioned.

11. Cornhusker State Industries (CSI) - Restriction extends to those items that are available through CSI or an established State Contract. Items such as: furniture and furniture reconditioning/re-upholstering, outdoor accessories, library fixtures, picnic tables and grills, filing cabinets, metal shelving and lockers, paints and stains, soaps/detergents and janitorial supplies. Any item available from CSI, but not purchased from CSI, must be processed through State Purchasing. Contact Commission's Purchasing Section for information regarding contract availability. - Must be requisitioned.

12. Furniture Purchases – Ordering furniture other than through CSI, must be requisitioned. There are no exceptions.

13. Printing Reproduction or Photocopy - Contact Commission's Purchasing Section for information regarding contract availability. Must be requisitioned.

Drug-Free Work Place Policy

All field locations and administrative units must adhere to the drug-free work place policy as established by the State. You are responsible for ensuring that vendors or suppliers that you purchase from have a Drug-Free Work Place Policy on file with the Materiel Division, Department of Administrative Services, or with the Commission. The Drug-Free Work Place Policy applies to purchasing services as well as commodities.

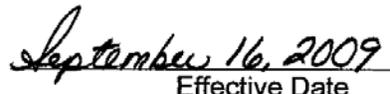
Cancellation of Direct Purchase Authority

This authorization may be revoked for an individual, field location or administrative unit at any time for failure to comply with the limitations of the authorization's or any other circumstances deemed to be in noncompliance with the conditions of the authorization and not in the best interest of the Commission.

Policy approved by:



Director



Effective Date

