

Upper Cumberland Human Resource Agency
Financial, Procedures, Procurement and Property Manual

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Upper Cumberland Human Resource Agency

Head Start Financial Procedures, Procurement and Property Manual

Approval Date: May 2008

Introduction

The document is intended to provide an overview of the fiscal policies and procedures for Upper Cumberland Human Resource Agency, which shall be referred to as “UCHRA” or “Agency”. UCHRA is incorporated in the state of Tennessee and is exempt from Federal Income taxes under IRS Section 501 (c) (3) as a not for profit corporation. The mission of UCHRA is as follows:

Our mission is to promote a strong sense of community and family values by administering programs designed to provide tools, knowledge and resources to improve the quality of life, promote a positive sense of individual self-worth, encourage responsible decision making and provide opportunities for individuals to become productive and independent while giving first priority to the elderly, handicapped and severely economically disadvantaged.

This manual will document the financial operations of UCHRA. The primary purpose of this manual is to formalize the accounting policies and selected procedures for the fiscal staff and to document internal controls.

The Governing Bodies approved the contents of this manual as official policy of UCHRA on the date listed above.

General

A volunteer Board of Directors comprised of elected officials and community representation from the 14 County UCHRA service delivery areas governs UCHRA. The Board of Directors is responsible for establishing fiscal policies, general oversight of the UCHRA and its operations. The Executive Director has the responsibility of recommending policies to the Board and implementing the policies approved by the Board to cover the day-to-day operations of UCHRA. The Executive Director in turn involves the Fiscal Director in the development of the fiscal policies to be recommended to the Board. The Fiscal Director and the Program Directors are responsible to the Executive Director.

This policy outlines how the Board and Management intend to operate. Occasionally the Board or Executive Director may make an exception to this policy or procedure or provide a more extensive interpretation or clarification of policy if it is deemed to be in the best interest of UCHRA.

Current job descriptions will be maintained and revised periodically as needed. Minimally these job descriptions outline the various duties and responsibilities for the position described. As much as is feasible, duties and responsibilities will be separated so that no one employee had sole control over cash receipts, disbursement, payroll, reconciliation of bank account or any other material duty performed by the fiscal department.

Accounting activity will be maintained and reported separately as required by funding source regulations. All employees handling funds will be covered by employee crime insurance in accordance with

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funding sources regulations. All official forms pertaining to financial operations will be typed, computer generated or completed in ink. All certifying signatures will be signed in ink as well. The financial records of

UCHRA including bank statements are located at the main administrative office in Cookeville, Tennessee. To protect the sensitive data contained in these documents, UCHRA does not allow this information to be removed from the administrative office.

Finance Department Overview

The finance department consists of nine staff that manages, process and report financial information for the Agency. The following positions comprise the fiscal department:

- Director of Finance and Administration
- Assistant Director of Finance/Payroll Clerk
- Employee Benefits Clerk/Payroll
- Accounts Payable Supervisor
- Accounts Payable Clerk (3)
- Accounts Receivable Clerk/Accounting Clerk
- Accounting Clerk

Other officers and employees of the Agency that have financial responsibilities are as follows:

- Board Officers
- Full Board of Directors
- Executive Director
- Assistant to the Executive Director
- Program Directors
- Assistant Director of General Services

Responsibilities

The primary responsibilities of the fiscal department consist of:

- General ledger maintenance
- Cash management
- Asset management
- Cash receipts
- Accounts payable
- Payroll and benefits
- Financial statement processing
- Bank reconciliation
- Compliance with government reporting requirements
- Assistance in the annual audit process
- Assistance in the budgeting process

Practice Of Ethical Behavior

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of UCHRA depend to a very large extent on the following considerations. Any

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employee determined to be in violation of this policy, or any Agency policy, is subject to discipline up to and including termination.

Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers. In determining compliance with this standard in specific situations, employees should ask themselves the following questions.

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with UCHRA policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Agency or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?
8. Would a reasonable person make the same decision under similar circumstances?

Each employee should be able to answer, "yes" to all these questions before taking action. All employees must carefully weigh all courses of actions suggested in ethical, as well as economic terms and base their final decisions on the guidelines provide be this policy. If an employee feels policy is not clear in a certain area the employee should seek clarification from their immediate supervisor. Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is prohibited by this policy or any other regulation that UCHRA must adhere to.

Governing Regulations

The Upper Cumberland Human Resource Agency receives revenue from many different funding sources. Each grantor requires recipients of their funding to comply with the regulations they have adopted. These regulations are typically spelled out in the grant award or funding contract. Each program director or their designee is responsible for ensuring that items they approve to be paid for with funding from their programs are necessary, reasonable and allowable according to the regulations for the funding source being charged.

Conflicts of Interest

Employees have a obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the UCHRA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee, Board member, contracted personnel or Policy Council member is in opposition to influence a decision that may result in a personal gain

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for that employee or for a relative as a result of UCHRA's business dealings. For the propose of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases it is imperative that he or she disclose to the Executive Director of the UCHRA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the UCHRA does business but also when an employee or relative receives any kickback, bribe substantial gift, or special consideration as a result of any transaction or business dealings involving the UCHRA.

Examples of conflicts of interest include, but are not limited to, situations in which a director or employee:

1. Negotiates or approves a new contract, purchase sale or lease on behalf of UCHRA and has a direct or indirect interest in or receives personal benefit from, the entity or individual providing the goods or services;
2. Employs or approves the employment of, or supervise a person who is an immediate family member of the director or employee;
3. Sells products or services in competition with the organizations;
4. Uses the Organization's facilities, other assets, employees or other resources for personal gain, except the use of Agency equipment such as copiers, postage meters, fax machines, printers and cell phones as long as the employee reimburses the Agency for any personal use as required later in this policy;
5. Receives a substantial gift from the vendor, more than \$25 in retail value with a limit of \$100 per year per source, if the director or employee is responsible for initiating or approving purchases from that vendor.

Employment Of Relatives

The following rules shall be observed with respect to persons whose employment is supported by finds administered by the Agency:

1. No person shall be employed while he or a member of his immediate family (as described below) serves on a board or committee which, either by rule or by practice, regularly nominated, recommend, or screen candidates for the agency or program by which he is employed.

Husband	Wife
Father	Father-in-law
Mother	Mother-in-law
Son	Son-in-law
Daughter	Daughter-in-law
Brother	Brother-in-law
Sister	Sister-in-law

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2. No person shall be employed in a job over which a member of his immediate family exercises supervisory authority.
3. An employee's spouse cannot be employed within the same department.

Fraud

The Agency needs to know about any instances of fraud, theft, or the improper use of agency property or equipment. Fraud is further defined but not limited to:

1. Theft, embezzlement, or any other misappropriation of assets. This includes assets of or intended for the Agency, as well as those of our clients, subcontractors, vendors, contractors, suppliers and others with whom the Agency has a business relationship.
2. Intentional misstatements in the Agency's records, including intentional misstatements of accounting records or financial statements.
3. Authorizing or receiving payment from goods not received or services not performed.
4. Authorizing or receiving payment for hours not worked.
5. Forgery or alteration of document, including but not limited to checks, time sheets, contracts, purchase orders or any other Agency document.

Any person having knowledge of any of these situations should immediately contact his/her Program Director, the Executive Director, the Board Chair or the Agency's independent outside auditor, The phone numbers of any of these persons can be supplied by the Assistant to the Executive Director by calling 931-528-1127.

General Ledger and Chart of Accounts

The general ledger is the collection of all asset, liability, net assets, revenue and expense accounts. The general ledger is used to accumulate all financial transactions. General ledger accounts are used to accumulate transactions and the impact of each of these transactions on each asset, liability, net asset, revenue and gain or loss account.

The chart of accounts is comprised of six types of accounts:

1. Assets
2. Liabilities
3. Fund Balance/Net Assets
4. Revenues
5. Expenses
6. Gains and Losses

Each program is assigned a two-digit program number followed by a two digit program year end number. Object codes are used to classify revenue sources and expense categories. In some cases a four-digit department code is assigned if specific items need to be tracked separately. The Finance Director or a designee monitors, controls and maintains the chart of accounts. Any additions or deletions of accounts should be

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approved by the Finance Director, who ensures the chart of accounts is consistent with the structure of the Agency and meets the needs of each program.

Agency's Fiscal Year

Upper Cumberland Human Resource Agency operates on a fiscal year July 1 through June 30. Any changes to the agency's fiscal year must be approved by the Agency's Board of Directors.

Journal Entries

All general ledger entries must be supported by a journal entry form that includes an explanation of why the entry is necessary as well as supporting information that documents the amounts of the entry. All journal entries must be approved by the Finance Director or a designee.

Petty Cash

The Agency's Residential Programs (Chance, Indian Mound, and Youth Impact Center) and Proprietary Fund (Lakeside Resort and Educational Complex) are the only programs allowed a petty cash fund. The amount of petty cash is approved by the Executive Director and Board of Directors. These funds must be kept in a locked file cabinet or safe with only designated employees having access and being responsible for the funds. Random checks are made periodically to assure controls are kept on the funds.

The petty cash fund for the Proprietary Fund is limited to \$1000 and is used to make change for customers, to make small purchases, and emergency. The petty cash fund for the residential programs is limited to \$350 each and is used to provide special activities for clients at the residential homes, to make small purchases, and emergencies. Receipts for all purchases must be kept and submitted to the Accounts Payable Clerk in order to replenish the funds. The funds will be reimbursed in accordance with the accounts payable process. The accounts payable check will be made payable to the "employee" authorized to having access to the funds and to "Petty Cash Fund".

Cash Receipts (including checks and direct deposits)

The handling and receipting of cash will be conducted in the manner described. The following section pertains to funds received at the Administrative Office. Funds received at the county level are to be handled as described in "Other Cash Receipts."

All checks received through mail are opened and recorded by an Administrative Secretary then delivered to the Accounts Receivable Clerk. The Accounts Receivable Clerk assigns program and account codes, and processes receipts through financial system. All receipts are computer generated and sequentially number. A copy of the receipt is distributed, if necessary, to the payee, a copy to the appropriate department director and a copy is filed numerically for finance department use.

Collected and receipted cash and checks are processed for bank deposits each Monday, Wednesday, Friday, and last working day of month by the Accounts Receivable Clerk. Copies of all checks are made for documentation. Cash and checks are maintained in a safe located in the finance department until such time deposits are made. After the deposit is prepared, the Assistant Director reviews and approves deposit. Once the

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deposit is made, the amount is verified against the computer generated receipt journal, and the bank deposit receipt is attached to all supporting documentation for that deposit.

All federal and state contacts, as well as other various funding sources, transmit funds through automatic electronic deposit to the Agency's bank account. In this case the remittance notices are delivered to the Accounts Receivable Clerk for entry into the accounting system as noted above.

Other Cash Receipts

Client fees and program donations collected at the county level are deposited by designated staff on a daily basis into bank accounts set up for the specific programs receiving funds. A cashier check is obtained at the end of month and delivered, with supporting documentation, to the Accounts Receivable Clerk for entry into the accounting system as noted above. Other funds received through donations, special events such as fund raisers, etc. are forwarded immediately to the Accounts Receivable Clerk for entry into the accounting system as noted above.

Credit Card Use

Only the Executive Director and/or Program Directors can authorize for an employee to receive any type of agency credit card and only when it is deemed necessary for the employee to perform their job duties. Each program director is responsible to assure their staff follows the proper purchasing procedure when using the cards. Use of credit card can only be for agency business, NO exceptions. The finance department receives monthly statements for each card. Receipts and any required paperwork is obtained from the program director for all purchases and paid in accordance with the accounts payable process. Currently, the agency credit cards include Visa, Wal Mart, Sam's Club, Lowes, etc.

Draw Down From Payment Management

At month end, financial reports are prepared for each program operated by U.C.H.R.A.. These reports determine the monthly and year to date expenditures. Once the monthly reimbursement is determined, invoices are prepared. For programs whose funding is requested from the payment management system, the appropriate financial personnel enter the reimbursement request on the payment management system web site. Payment is made to U.C.H.R.A. thru direct deposit.

Procurement/Purchase Orders

The Agency has Procurement Procedures that must be adhered to by all employees. There are three specific thresholds to be considered for purchasing:

1. Purchases under \$400.00 – purchase order required. The employee making the purchase must contact an accounts payable clerk. A purchase order is generated through the accounting system and purchase order number is assigned. Once the employee makes the purchase the purchase order number is noted on the invoice and delivered to the accounts payable clerk for payment processing.
2. Purchases of \$400.00 and up to \$4,999.99 – informal bids are required. Employee making purchase must contact Purchasing/ Property Manager to obtain purchase order. (*Refer to Procurement Regulations*) Once all procedures are met, the Purchasing/ Property Manager will deliver appropriate documentation to Accounts Payable Clerks for payment processing.
3. Purchases \$5,000.00 and above – formal sealed bids are required or purchased from state or federal contracts. Employee must contact Purchasing/Property Manager for assistance. (*Refer to*

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Procurement Regulations) Once all procedures are met, the Purchasing/Property Manager will deliver appropriate documentation to Accounts Payable Clerk for payment processing.

All direct reports to the Executive Director have authorization to make purchases as needed for purchases up to \$4,999.99. Purchases \$5,000.00 and above require the Executive Director's authorization.

Program Directors make their determination in assigning employees to make purchases for their departments. A master list of employees allowed to obtain purchase orders is maintained in the finance department. Any additions or deletions to this list must be authorized by a Program Director. These employees are authorized to

make purchases under \$400.00 as necessitated. Purchases \$400.00 and above require the Program Director's authorization. Purchases \$5,000.00 and above also require the Executive Director's authorization.

Accounts Payable Check Process

The Accounts Payable Supervisor or a designee will be responsible for all blank checks, which will be kept under lock and key. The Accounts Payable Clerks will be responsible for printing and releasing checks for all approved invoices.

The accounts payable checks are printed and released each week. Invoices received Thursday through Wednesday will be processed and released on Friday. Schedule will be adjusted for holidays. The Accounts Payable Clerks review all payables to ensure approval; accuracy and that all needed supporting documents are attached. Payables are assigned program and account codes. Accounts Payable Clerks enter data. Check registers are printed and payables are checked against register to ensure all data entry is correct and in balance. Checks are printed. Computer generated check copies are attached to payables and filed in alphabetical order for easy access. A second copy is filed numerically for finance department use.

Payroll

All actions involving payroll such as a change of pay, position, location, or change in scheduled work hours must be reported on a Payroll Status Form. The form must be approved by the Program Director and the Executive Director. The original is to be kept in the employee's payroll information file and a copy filed in the employee's personnel file. The payroll status form and all other payroll information is due to the payroll clerk two business days from receipt of current payroll date.

The Fringe Benefit Clerk is responsible for seeing that employees complete all relevant tax forms such as the W-4, I-9, Insurance Forms, Employment Contact information, etc. Once completed these forms are turned in to the Payroll Clerk for utilization and filing.

Payroll is semi-monthly, paid on the 15th and last working day of the month. Direct deposit is used to pay employees.

Each employee is responsible for completing and signing their own time sheet and obtaining approval from their supervisor. The employee also reports leave information on their timesheet. The supervisor is responsible for insuring timesheets are accurate and all leave has been reported correctly.

The Payroll Clerk checks all timesheets for accuracy and makes any necessary changes to the timesheet in ink. Timesheet data is then entered into the financial system. Once data entry is completed and proofed, employee payroll notices are printed. The payroll data is then transmitted to the financial institution for distribution. All ledgers are generated and filed in the appropriate binders. Payroll binders are maintained in

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the Assistant Director/Payroll office. Timesheets are filed alphabetically and maintained in the finance department.

To ensure all payrolls is made to current legitimate staff an authorization to hire form shall be submitted to payroll prior to making payroll to all employees. Immediate supervisor signature and department director signature must be obtained. For termination of employee a personnel status change form must be signed and submitted by employee's supervisor to include director approval and executive director approval. Timesheet must be submitted by each employee with original signature of employee and director. Line item budget (to include payroll) is verified and approved by executive director, division director, program director, and governing bodies.

Leave – earned sick and annual leave is accrued each pay period based on each employee's scheduled work time (see personnel policies for detail). Once timesheet data is entered into finance system, leave earned is automatically posted to employee leave time and leave used, as reported on timesheet, is subtracted from employee leave time. The balance of unused leave is presented on the employee's payroll notice. Leave cannot be "borrowed". An employee taking more leave than they have accrued must take leave without pay.

Overtime – The Agency recognizes two categories of employees in relation to overtime pay in accordance with applicable State and Federal laws. These classifications are Non-Exempt and Exempt. A variety of positions are included as exempt positions. These include the Executive Director, Program Directors and Assistant Directors, Finance Director, Head Start Coordinator and others so designated by management. Please refer to the Agency's Personnel Policies and Procedures for a complete description of policies related to this section.

For the purposes of the Agency, a work week shall be that seven day period from 12:01 a.m. Sunday till 12:00 p.m. the following Saturday. Overtime is only applicable if the total time for the entire week is greater than 40 hours of actual work time. Any employee who works overtime should list this time separately on his/her time sheet and must have approved by Program Director.

Payroll Taxes and Other Deductions – Payroll taxes are paid through EFTPS (Electronic Federal Tax Payment System) as required by the IRS each payroll period. All other deductions are paid through the accounts payable process.

Bank Reconciliation

Bank Statements are provided monthly from our financial institutions. The reconciliation of the operating and merchant accounts is performed by the Assistant Director of Finance. The payroll account is performed by the Accounts Payable Supervisor. The Assistant Director will review the bank reconciliation monthly to determine if any checks are outstanding over 90 days. An effort will be made to contact the payee to see if the check has been received. Before any outstanding checks are voided, the bank will be contacted to see if it has been cashed. If not, a stop payment will be issued for that check, it will be voided, and a new one will be issued if needed.

Travel Policies

Employees will be reimbursed for the use of a personal vehicle while on Agency business at a rate up to that allowed by the State of Tennessee Comprehensive Travel Regulations. Employees are notified by memo of any rate changes approved by the State. To be reimbursed, employees must submit the request on the approved travel claim form.

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Any out-of-the-area, overnight, or out-of-state travel must be approved by the Program Director and the Executive Director before travel is made. Out-of-State travel is reimbursed based on the CONUS rate schedule.

All travel is reported on the Agency's Travel Claim form. This form requires the signature of the employee as well as their supervisor. All approved travel claims will be processed for payment in accordance with the accounts payable process.

Employees may request a travel advance for expenses related to approved overnight or out-of-state travel. The travel advance should be based on the employee's reasonable travel plans. Payment will be paid at 80% of the estimated travel claim. An "actual" travel claim must be completed after returning from travel, reporting all true expenses and providing all required and relevant receipts. If money is owed back to the

Agency, the employee must issue a check payable to the Agency. If money is owed to the employee, they will be reimbursed in accordance with the accounts payable process.

Budgets

Budgets are prepared for each contract/program operated by the Agency. The contract budgets as well as the locally operated program budgets are prepared by the Program Director responsible for overseeing the operation of the programs. Any budgets relating to the administrative department or the Agency as a whole is prepared by the Finance Director. All contract and program budgets must be submitted to the Executive Director and Board of Directors for approval.

The Finance Director will meet periodically with Program Directors to discuss the current budget, year to date expenditures, obligated funds, cash flow, and any concerns in the spending patterns. It is the responsibility of the Program Directors to manage expenditures and revise budgets accordingly.

Financial Reporting / Invoicing

Financial reports and invoices are prepared on a monthly basis. Once all financial activity for a month is balanced and posted to general ledger, each program's general ledger, specified by program number, is printed and used to prepare monthly/year- to-date financial reports and invoices for each contract. Financial reports are also prepared for each of the locally operated programs. All required reports and invoices are prepared manually due to the "program specific" formats and timelines.

Quarterly financial reports are also required by various contracts operating within the Agency. The State of Tennessee, Department of Human Services (DHS) serves as the Agency's cognizant agency. DHS requires a consolidated quarterly financial report (Policy 03), which includes all programs within the Agency. Other contracts requiring quarterly reports are WIA, Nutrition for the Elderly, HOPWA and DHHS, Head Start and Individual Development Accounts.

The Finance Director is responsible for ensuring all financial reports and invoices are accurate and submitted on a timely basis. Copies of all reports, invoices, and relating documentation will be kept on file in the finance department. Copies will also be given to the Program Directors. The Finance Director and Program Director are responsible for reviewing the financial reports periodically to ensure spending is consistent and the Agency is at no risk of deficit spending within the programs. Reports will be submitted to governing bodies for approval.

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Loans

Any loan or line of credit obtained by the Agency or any of its programs must be approved by the Board of Directors. The Agency does not make loans of any kind to employees. Interfund loans from restricted funding sources are prohibited.

15% Administrative Cost Limitation

The Head Start program is subject to a 15% administrative cost limitation. The components that make up the administrative cost total are the Head Start administrative costs plus indirect costs allocated to the Head Start Program. The total of these two figures cannot exceed 15% of the total Head Start funding including the

Non-Federal Match. A spreadsheet documenting this calculation can be found as part of the backup information filed with the quarterly and final SF269 report for the Head Start program.

Indirect Cost Allocation

The Upper Cumberland Human Resource Agency's Cost Allocation Plan is very simply and straightforward. Administrative cost will be equitably distributed among direct agency activities (programs and services) by dividing the total administrative cost by the total salaries and fringe benefits of the other agency activities. The cost allocation rate thus determined will be charged against total salaries and fringe benefits of each direct activity.

Indirect Cost Rate Proposal

The Agency must submit an Indirect Cost Rate proposal to the Department of Health and Human Services Division of Cost Allocation since it operates a direct federally funded Head Start Program. This proposal includes the proposed method of allocating the Agency's general administrative costs to the Head Start Program. The proposal is amended based on the timeframe outlined in the rate agreement.

The Agency's direct program salaries and wages plus in-kind wages are used as a base in computing the indirect cost rate. The Agency is assigned a provisional indirect cost rate that is not finalized until after the audit is complete each year. The quarterly and Final SF269 reports that are sent to the Head Start regional office require us to disclose the approved provisional indirect cost rate and the total indirect cost allocated to the Head Start program.

Leases

All leases must be approved and signed by the Executive Director or a designee. Originals of leases should be kept in the contracts and lease file, which is to be maintained in the Purchasing Property Managers Office.

Insurance

The Agency participates in the Tennessee Municipal League (TML) Risk Management Pool for the following risks of Loss: commercial general liability, bodily injury, property damage, physical damage and personal injury liability for vehicle operation, employer liability, workers' compensation, and employee dishonestly. The Agency's participation in the TML Risk Management Pool is similar to purchasing

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commercial insurance in that the agreement provides for payment premiums with no additional risk to the Agency.

The Agency provides medical disability, dental, and life insurance coverage to all full time employees through a fully insured plan. The cost and coverage will be reviewed on a yearly basis. Increases in the premiums will be compared to the increase in market rate to determined if it is tin the best interest of the Agency to bid coverage.

Fax Machines/Copy Machines

Included in the indirect cost when multiple programs are involved outside the central office a cost pool charge is allocated to each program.

Postage Meter

Most of the agency's postage is handled through the use of a postage meter. A report is generated through the usage of the meter for allocation of usage submitted to the finance department at the end of each month.

Telephones

Personal long distance telephone calls should not be made and billed to the Agency. Any personal long distance calls should be billed to the employees' personal phone card or their home phone. Employees at locations that have a long distance code assigned to them should enter this code when making long distance calls relating to Agency business. The Agency does receive monthly billing that allows us to review detailed information about each call made from an Agency phone. Telephone bills are analyzed monthly in an effort to detect any inappropriate use.

Cell Phones

Personal Use of Agency Cellular phones is permitted by some programs within the Agency and not permitted by others. Please check with the Director of your program to determine the policy your program adheres to. If personal use to cell phones creates additional charges, employees will be responsible for repayment to the Agency.

In- Kind

The Program Director is responsible for generating the in-kind required for their program. The Finance Department currently receives in-kind reports monthly from the Head Start Program as accumulated. The Finance Department enters this information into the Agency's tracking system and generates a report monthly submitted with the monthly budget report.

See Appendix C for details

EIRSA Scope Audit

The Agency's 401 (k) retirement plan is managed by the Hartford Life Insurance Company, Simsbury, CT.

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Procurement Introduction

These procurement regulations provide standards for use by the Upper Cumberland Human Resource Agency, hereinafter referred to as the UCHRA for all grant programs unless otherwise stated in individual grant contracts or applicable laws or administrative directives. Unless otherwise noted herein the Executive Director shall be responsible for the administration of these procurement regulations

Section 1. Standard of Conduct - No officer, employee or agent of the UCHRA shall unlawfully benefit directly or indirectly from the procurement of materials or services by the UCHRA by participating in the selection of award or administration of contract. All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition.

Section 2. Review of Purchases

All procurement actions shall be reviewed by the Executive Director or the Financial Officer. A purchase order shall be issued, where applicable, and such purchase order shall appear on all invoices or receipts. Purchase orders will be used in all cases except the following circumstances:

1. Telephone Billings
2. Freight and Postage
3. Transportation and Lodging Expenses
4. Media and Advertising
5. Legal Expenses
6. Rent and Utilities

All procurements made by contract must be signed by the Executive Director. Contracts for materials or services may require funding agency approval. Grant terms and conditions should be checked for any special approval requirements.

Section 3. Bid Requirements

All purchases for materials and services, excluding professional or technical services shall comply with the following bid requirements:

- a. Informal Written or Telephone quotations: Unsealed bids or telephone quotations may be requested in lieu of sealed bids on purchases not exceeding \$5000. A minimum of three (3) competitive bids is required, whenever possible. The bids or a record of the quotations are filed as a part of the transaction file. Written confirmation of bids shall be requested from successful vendors on purchases exceeding \$400.
- b. Sealed Bids: Sealed bids shall be requested for purchases of more than \$5000, except in justified emergency situations or single-source purchases. The Executive Director may; however, request sealed bids purchases of less than \$5000.
- c. Proprietary Procurements: Formal sealed bids may not be practical when:
 1. The public exigency will not permit the delay incident to advertising.
 2. The material or service to be procured is available from only one person or firm.
 3. The amount involved does not exceed \$5000.
 4. The contract is for personal or professional services, or for any service to be rendered by a university, college or other educational institution.
 5. No acceptable bids have been received from formal advertising.
 6. The purchases are for uniquely specialized materials.

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7. Emergency situations justified in writing; and,
8. Otherwise authorized by laws, rules, or regulations.

Justification for a proprietary procurement must be reviewed and approved by the Executive Director and shall be made part of the file. At least three bids shall be solicited whenever possible.

d. Specifications:

1. A clear and accurate description of the technical requirement for the material, product, or service to be procured shall be prepared.
2. The schedule for delivery shall be stated where applicable.
3. Specifications shall be written to maximize competition.
4. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
5. The acceptance, to the extent practical and economically feasible, of products dimensioned in the metric system of measurement.
6. Preference, to the extent practical and economically feasible, for products that conserve natural resources and protect the environment and are energy efficient.

e. Advertisement for Bids: All procurements for materials or professional and technical services, of an expenditure costing at least \$5,000, unless pursuant to paragraph c. above, shall utilize an “Invitation for Bids, Request for Qualifications (RQF), or Request for Proposals (RFP).” Such Invitation or Request shall be advertised in a newspaper or professional publication having a general circulation within the Upper Cumberland Region or by written invitation to such vendors as are maintained on file with the agency. This file will take into consideration geographic location of delivery site and the bidders proven ability to perform. In the event of media advertisement, a publisher’s affidavit and/or ‘tear sheet’ shall be requested for all publications. Potential contractors shall be allowed sufficient time to compile bid responses according to the complexity of the bid request. The bid advertisement shall stipulate the time, date, and pace of opening bids.

f. Acceptance of Bids: Where procurement is by advertised bids, the awards shall be made to the lowest responsive bidder and responsible bidder considering the price and other factors set forth in the Invitation to Bid. When such low bids are rejected in accordance with applicable written procedures, a written explanation justifying such rejection shall be retained in the Agency’s files for three years from date of rejections.

g. Acceptability of Late Bids: Bids must be received on or before the date and hour designated for bid opening or the bid will be rejected and placed in the file unopened.

h. Amendment or Withdrawal of Bids: Prior to the opening, vendors not able to appear in person who wish to withdraw or amend a bid may do so by submitting either a letter or telegram containing such a request to the UCHRA. Should a request for withdraw occur, bid register personnel will attach the dated and time stamped request to the bid, which will remain unopened as a part of the permanent file. After bid opening, a vendor will be permitted to withdraw his bid in the sole discretion of the UCHRA Executive Director, where there is an obvious error in the bid supported by cost data, or where enforcement of the bid would impose an unconscionable hardship due to an error in the bid resulting in a quotation substantially below the other bids received. Such a withdrawal will be considered only after receipt of a written request from the vendor.

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- i. **Public Review of Bid Files:** All records of purchases of the UCHRA are open and accessible to the public during the regular office hours of the UCHRA. Requests for inspection of records must be reasonable, contain sufficient information for the retrieval, and must not interfere with the orderly operation of the Agency. Vendor's application forms, which include financial disclosure information, or the identity of prospective vendors prior to bid openings, where such disclosure might negate the competitive bid process, are not open to the public. Individual purchase records are not available after bid opening and prior to the formal award. Vendors are encouraged to attend the bid opening on the day and at the time specified in the Invitation to Bid. A copy of the tabulation period is posted as soon as practicable after the bid opening. A single copy of any record may be obtained, at cost, upon request.

Section 4. Affirmative Action

All prevailing Civil rights Legislation will be strictly adhered to and enforced.

Section 5. Products Produced by State Agencies

UCHRA is required to purchase items and services from Tennessee Department of Correction when such items have been certified in accordance with TCA Section 41-22-119 and Blind Services when such items meet

federal standards in accordance with TCA Section 14-14-104. SEE NOTE ON BACK PAGE FOR A CURRENT ITEMS CERTIFIED BY TRICOR.

Section 6. Contract Administration

The Executive Director or designee shall be responsible for all contract administration and monitoring. All contracts will be monitored on a periodic basis for a determination of compliance with contract provisions.

Section 7. Term Contracts

A term contract may be let for the supply of the total requirements of the supplies, materials, equipment and services as are not certified pursuant to TCA 41-22-119. More than one such term contract may be let for the supply of any given class or type of supplies, equipment, or service and any such term contract may provide for the cancellation thereof by either party. Such term contracts may be let for periods of not less than three months nor more than sixty months; provided however, that any such term contracts let, or proposed to be let, for periods of time more than twelve months shall be subject to the following conditions:

- a. No contracts shall be negotiated nor entered into without competitive bidding as prescribed;
- b. Bid invitations and term contracts resulting there from must clearly show the annual maximum obligation of the UCHRA for each twelve month period covered by such term contract;
- c. Such term contracts must contain a provision giving the UCHRA the right of cancellation at any time with no more than one year's notice, at the end of each fiscal year without notice, in the event that funds to support contract become unavailable;

Section 8. Receipt of Materials

The person(s) ordering materials or non-technical services or a person designated by the Executive Director shall check the materials delivered for completeness and compliance with specifications and shall initial shipping invoice or other such receipt and shall submit a copy to the Financial Officer. The Financial Officer shall not make payment without such a verification of receipt of materials.

Section 9. Amendments to Rules

These procurement regulations may be altered, and amended by the UCHRA Policy Council and Board and submitted to the state Board of Standards for approval.

Section 10. Qualifications of Vendors

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All vendors providing supplies, equipment, or services to the UCHRA shall be reputable firms having the demonstrated capacity to produce or provide supplies, equipment/or services and other items within a reasonable period of time or within the time limits established by the UCHRA. Vendors shall be subject to disqualification if they are found to misrepresent quality, quantity, or price of supplies, equipment, services or other items delivered. Vendors will also be disqualified if reasonable time limits established by the UCHRA are exceeded.

Section 11. Taxes

Prices quoted shall not contain provisions for Federal excise taxes or State sales tax. The Upper Cumberland Human Resource Agency is exempt from such taxes.

Section 12. Controversies

Resolving controversies concerning protest of qualification of bidders, suspension from bidding and invitation to bid, and stay of award prior to actual award shall be resolved in the manner provided herein. Vendors who disagree in any of the aforementioned areas may document their position in writing and request re-evaluation by the buyer concerned. If the re-evaluation by the buyer does not resolve the disagreement, the vendor may request evaluation of the record, including the written protest documentation, through a hearing of the Executive Director. The evaluation by the Executive Director constitutes the final determination for the Upper

Cumberland Human Resource Agency; however, the vendor may request in writing an appeal to the Personnel & Grievance Committee under procedures established by the UCHRA Policies and Procedures. A hearing will be scheduled before the Personnel & Grievance Committee for the resolution of the disagreement.

It is the responsibility of all Director level employees the Executive Director or designees acting on their behalf to avoid purchasing unnecessary or duplicate items. This can be accomplished by reviewing inventory logs in the case of equipment needs or communication with other program staff to ascertain what supplies are on hand. Where it is appropriate, an analysis of lease and purchase alternative should be made to determine which would be the most economical or practical arrangement.

Equal Employment Opportunity

It is the policy of UCHRA to be fair and impartial in all its relations with its employees and applicants for employment without regard to race, color, religion, age, sex, or national origin. The Agency employs and advances in employment qualified disabled persons, whose disability does not preclude (with a reasonable accommodation) satisfactory performance of the essential elements of the job. Employment decisions will be based on the principle of Equal Employment Opportunity. If you believe this policy has been violated in any way you are to report the matter to the Agency's Equal opportunity Officer, or the Executive Director. UCHRA will follow all federal and state of Tennessee laws and regulation regarding its activities.

Contract Services and Consultants

The acquisition of all services and the engagement of consultants shall adhere to the policies outlined in the Purchasing the Procurement Section of this manual except for these specific instances covered in this section, or otherwise justified in writing and specifically approved by the Executive Director.

Consideration of in-house capabilities should be made before engaging the services of a consultant. The qualifications, experience, and reasonableness of fees will be considered in hiring consultants. The Program Director, if applicable and the Executive Director will approve all proposed contracts.

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The Program Director or Executive Director should review contracts with consultants or for other contracted services as least annually. If the level already approved in the agreement or decrease the level of service it would be necessary to reopen the agreement.

Funding Source Restrictions/Differences Relating to Procurement

The following is not an all-inclusive list of restrictions but the ones encountered most often.

A. Department of Health and Human Services

DHHS requires that an Agency receive advance approval for purchasing equipment that costs \$75,000 or more and for building renovation or alteration that result in a structural change i.e.: a new roof, etc.

B. Tennessee Department of Human Services

The Tennessee Department of Human Services requires that an Agency receive advance approval to purchase equipment that costs \$5,000 or more. In relation to Head Start this only applies to equipment purchased through the Child and Adult Food Program.

Property

Federal Regulation defines major equipment as all items purchased or donated with a unit cost of \$75,000 or more.

Major Equipment for Agency purposes shall be defined as all items purchased or donated with a unit cost of \$500 or more and having a useful life expectancy of one year or more. For items purchased with grant funds from the State of Tennessee, major equipment is defined as all items purchased or donated with a unit cost of \$5,000 or more having a useful life expectancy of one year or more. Major equipment items should be included on the agency equipment depreciation list prepared by the auditing firm each year.

Sensitive minor equipment shall be defined as items which although expended, as supplies may be highly personally desirable and may be easily removed from the premises. This includes items such as camera, portable tape recorders, DVD player/recorders, televisions, calculators, computer components and software, etc. Refer to the end of this section for a complete list of items considered to be sensitive minor equipment; these items are not listed in the asset accounts of the Agency since these items are expended. (See Appendix A)

Both major and sensitive minor equipment items should be tagged with inventory identification numbers. Tags should be permanent, not easily changed, defaced, nor removed.

The inventory data base must include the following: (a) a description of the item; (b) manufacturer's serial number or other ID number if applicable; (c) acquisition date and cost; (d) fund source with applicable funding program number (e) location within the Agency's operation where the equipment is utilized; (f) the condition of the equipment at the time of the inventory; (g) disposition information if the property has been disposed of. The inventory database also includes the purchase order number and the vendor the item was purchased from. (See Appendix B)

A physical inventory of the equipment items must be taken at least once every two years. The Purchasing Property Manager will supply each Program Director or their designee with an inventory printout to be used in checking off the inventory items for their program. The person conducting the inventory should sign and date the inventory printout in the appropriate place. It is the responsibility of each Program Director and the

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Purchasing Property Manager to see that their program's inventory is completed bi-yearly. Head Start director will perform an inventory the years the agency does not conduct their scheduled equipment inventory. All documentation will be forwarded to the Purchasing Property Manager upon completion.

Written notification should be given to the appropriate Program Director and the Purchasing Property Manager for any equipment that is discovered to be lost or stolen during the inventory process, or at any time during the year. Any theft or vandalism of major equipment requires the Agency to contact the Police Department in their area concerning the loss or damage. Depending upon the initial cost of the sensitive minor equipment the Executive Director may or may not request a Police Department investigation. This investigation and any related paperwork must be forwarded to the Executive Director. The Executive Director shall also be immediately notified, preferably in writing of all cases of loss, damage or destruction of Agency property or equipment.

Disposition

Disposition of property that is no longer fit for use or no longer needed will be subject to the disposition regulation of the funding source that initially paid for the equipment. No property can be disposed of without written approval from the Program Director.

A. Federal Funds

Equipment with a per unit fair market value of less than \$5,000 and with no further uses value may be retained, sold or otherwise disposed of with no further obligation to the Federal Government. Equipment with a fair market value of more that \$5,000 requires Federal approval for disposition.

B. State Funds

For major equipment items, items that initially cost \$5,000 or more then the proper State Department shall be contacted regarding the specific disposition request. For items costing less than \$5,000 then it would be up the Agency to handle the disposition of them.

C. Other Funds

Equipment purchased with any other funds may be disposed of as the Agency wishes or in accordance with any particular restrictions the funding source place upon the equipment.

Assignment of Inventory ID Number

All request for the purchase of major equipment and/or sensitive minor equipment shall be identified on the Purchase Requisition Request form by placing a check mark in the inventory column. Provided the request is approved, the inventory number will be assigned when the transaction is complete. The Purchasing Property Manager will enter the Inventory ID number along with the other inventory control data in the inventory control log. The actual inventory sticker will then be given to the Program Director, their designee or the person who requested the item. The designee of the Program Director will have the responsibility for properly affixing the inventory sticker to the item and then notifying the Purchasing Property Manager that the inventory sticker has been placed on the item. Once an item is received, inventories add form must be completed and forwarded to the Purchasing Property Manager.

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The Purchasing Property Manager shall maintain the Inventory database. An inventory report may be requested from the Purchasing Property Manager as necessary.

Sensitive Minor Equipment Listing

Only sensitive minor equipment costing over \$100 will be tracked on the inventory. Items costing less than \$100 will not be tracked.

For a complete list of items considered to be sensitive minor equipment, see appendix B for the Fiscal Policies.

Records Retention

Financial records, supporting documents, statistical record and all other records pertinent to an award shall be retained for a period of five years from the date of the final expenditure report. The only exceptions are the following:

- (1) If litigation, claim, financial management review, or audit is started before the expiration of the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
- (2) Records are real property and equipment acquired with Federal funds shall be retained for five years after final disposition.

Personnel Records Retention Guidelines

The following guidelines apply to personnel records. They are not applicable to client files and financial records of various kinds.

Job applications, resumes connected with a specific job advertisement, job advertisements, interview information, interview evaluation or scoring sheets, and reference check information related to persons that are not hired are to be kept on file for two years from the interview date. Unsolicited resumes are not considered to be official applications.

Currently there are many retention requirements pertaining to employment records. In order to comply with these requirements as reasonable and efficient manner as possible, employment and/or personnel records are to be kept for ten years past the employment termination date. The exception to this time frame is medical records relating to any worker's comp claim or an employee's exposure to a hazardous material in which he/she had a "significant adverse reaction." In these two situations, the records are to be retained for the staff person's life of employment plus 30 years. However, for employees who have had no such exposure to a hazardous material or who have had no worker's comp claims, their medical files will be retained for only ten years past the termination of their employment date.

Employees medical information relating to Family Medical Leave Act requests, job-related injuries, or accident information, exposure to a hazardous material including blood-borne pathogens, and medical reports and/ or information related to any of these previously mentioned situations are kept in the employee medical file. The employee medical file, which is considered to be a part of the personnel file, must be kept separately from the other personnel records and information shared only on a need-to-know basis with an authorized staff.

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UCHRA
Purchasing / Property Department
Capital Purchases Only
Data Sheet
8701
Object Code

Directors Name	
Purchase Order #	
Ins. Type: IM/EDP/C	
Description	
Serial #	
Vendor	
\$Cost	
Condition	
WIA Tag#	
UCHRA Tag#	
FF Tag#	
County Location	
Build Vech #	
Office Location	
Program # Charged	
Invoice #	
Invoice Date	
Lease Item Yes or No	
Lease Exp Date	

() Check mark means: this data sheet has been entered in the system, copied and sent to Marcia Hodges.

Notes / Remarks

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SENSITIVE EQUIPMENT LIST

All items listed below are to be placed on the equipment inventory listing if the cost is \$100.00 or more.

All equipment costing \$500.00 or more (except for software) is to be placed on the property listing regardless of the type of equipment. Any person that purchases an item that should be placed on Agency inventory is responsible for notifying the purchasing and property department to have the item properly tagged and recorded on the agency inventory listing.

Please Include All S&H Charges and Installation Charges In The (8701) Capital Purchases Account.

<p><u>Audio Visual Equipment</u> Movie Projectors VCR</p>	<p><u>Decorative Items</u> Pictures, Lamps, Vases, etc.</p>
<p><u>All Communications and</u> <u>Amplifying Equipment</u></p>	<p><u>Photographic Equipment</u> Cameras Lenses</p>
<p><u>Televisions</u></p>	<p><u>Floor Cleaning Equipment</u> Vacuum Cleaners Floor Cleaning Machines</p>
<p><u>Boats, Trailers, Engines, Canoes</u></p>	<p><u>Calculators</u></p>
<p><u>Dictaphones, Transcribers, Tape</u> <u>Recorders</u></p>	<p><u>Chainsaws</u></p>
<p><u>Typewriters</u></p>	<p><u>Weedeaters</u> Gas or Electric</p>
<p><u>Binoculars</u></p>	<p><u>Lawnmowers</u> Gas or Electric</p>
<p><u>Computer Equipment</u> Computers Printers Etc.</p>	<p>All Weapons Regardless Of Cost</p>

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**Upper Cumberland Human Resource Agency
 Van Buren County Head Start
 Administration Policy**

**Subject: In-Kind & Volunteer
 Department: 051
 Date(s) Revised: June 2010
 Title: In-Kind & Classroom Volunteer Form
 Date Effective: August 1994
 Approved by: Director
 File in Section: Policy # 6-3F
 Regulation Reference 45CFR 75.23**

Policy: To ensure matching contribution to be verified necessary and reasonable for accomplishment of the program objectives efficiently.

Procedure	Person Responsible	Est. Completion Date
1. All donations in-kind to the program will be counted when necessary and reasonable for proper and efficient accomplishment of a project or program objectives.	Designated Staff & Volunteer	Ongoing
2. Donations can not be included as contribution from any other federally-assisted project or program.	Designated Staff & Volunteer	Ongoing
3. Determining the value of donations are calculated by the publication 561 of the IRS. The value of donated equipment shall not exceed the fair market value of equipment at the same age and condition at the time of donation. The Value of donated space shall not exceed the fair rental value of comparable space. The Value of loaned equipment shall not exceed its fair rental value. www.irs.gov (search pub 561)	Designated Staff & Volunteer	Ongoing
4. Volunteer service furnished by professional, consultants and other skilled or unskilled labor may be counted as cost if the service is an integral part of an approved project or program.	Designated Staff & Volunteer	Ongoing
5. Rates for unskilled services shall be consistent with those paid as Head Start unskilled staff. (Current minimum wage)	Designated Staff & Volunteer	Ongoing
6. Rates for skilled services shall be consistent with those paid for similar work in the labor market (calculated in south central Tennessee balance of state area OES wage survey) in which the recipients compete for kind of services	Designated Staff & Volunteer	Ongoing

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involved.		
7. When professional services are furnished, these services shall be valued at professional's regular rate of pay, provided these services are in the same skill of their profession(when not submitted use OES)	Designated Staff & Volunteer	Ongoing
8. Volunteer services shall be documented and supported by the same methods used by Head Start for its own employees, including time records.	Family Service Worker	Ongoing
9. Mileage is calculated by state rate- obtain monthly by website thru TN.state	Family Service Worker	Ongoing
10. Use an In-Kind Form when volunteering Time or donated items.	Designated Staff & Volunteer	Ongoing
11. Place form in a central location that is accessible for volunteers.	Designated Staff	Ongoing
12. Fill out form as follows: Date when volunteering Signature of volunteer Print name of volunteer Check appropriate program type Check appropriate volunteer type Fill in appropriate information <i>i.e.</i> ; Date of service, type of service, events, hours, items (list purpose for usage how it benefits the program, what costs were saved through this usage), total miles	Designated Staff & Volunteer	Upon volunteering
13. Staff will calculate rates and total values And sign verification line to justify reasonable usage to achieve program goals and objectives	Family Service Worker	Upon receipt
14. Submit In-Kind Form to Head Start central office	Designated Staff & Volunteer	Upon receipt
15. Lending House donations are not to be used in In-Kind totals	Designated Staff & Volunteer	Ongoing
16. Copy Form and Input data in computer system	Family Service Worker	Upon receipt Within 5days
17. Submit In-Kind form to Grantee	Family Service Worker	Upon receipt Within 5 days
18. Forms used with procedure <ul style="list-style-type: none">• OES Wage Survey• GSA Basic/mileage rate	Designated Staff & Volunteer	Monthly
<ul style="list-style-type: none">• IRS Publication 561- Determining the value• In-Kind Form	Designated Staff & Volunteer	Yearly

<http://tennessee.gov/labor-wfd/wages/South.pdf>

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC

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UPPER CUMBERLAND HUMAN RESOURCE AGENCY
INFORMAL BID FORM INSTRUCTIONS

Revised April 28, 2006

Step #1 Obtain an Informal Bid Form for all purchases of \$400 and up to \$4, 999.99

- Item description and quantity to be bid: should be a description of item(s) or service(s) that are included in this bid and the quantity needed.
- Vendors contacted: A minimum of three bids is required for purchases over \$400 to \$4, 999.99 unless purchased from state or federal contracts. If you do decide to purchase from state or federal contracts, you must include that contract number. State and federal contracts still require a purchase order and proper documentation. If the item is on state or federal contract but you do not want to purchase it, you may use the contract price as one of your three bids.

In some cases, three bids are not possible. If you cannot give at least three competitive bids, you must have documentation that proves you made an effort to obtain three competitive bids. Please double check all vendor records to make sure that all of the information is complete and correct. Bid will be awarded to the vendor with the lowest cost unless specific valid justifications are determined and properly documented. Any award to other than the lower bidder must make an entry into the justification for bypassing bid procedures section and attach a letter explaining the circumstances.

- Justification for bypassing bid procedures: This should only be used in case of special circumstances. The Department Director and the purchasing department must prove bypassing the procedures **prior to the purchase**. You must state the circumstances and the necessity to purchase without properly bidding the item or selecting a vendor other than the lowest cost. **Poor or inadequate planning does not justify bypassing the correct procedures.** You may attach an additional sheet if necessary.

After you have completed the above information, give the bid form to your department director for approval. The director will place the vendor number of the bid recipient in the space provided, signed for approval to purchase and list the programs and amounts or percentages to be charged for that purchase.

Step #2 After completing the information above the area that says (ABOVE INFORMATION MUST BE COMPLETED BEFORE PURCHASE IS MADE) take the bid form to the purchasing department. The purchasing department will review the bid form. If completed correctly and procedures have been followed, purchasing will then take the bid for to accounts payable to be entered in the system. Purchasing will then approve the request and bring you a copy of the purchase order. You can then purchase the item. The bid form will remain in the purchasing department to be filed and held until the items are delivered and the invoices received.

Step #3 When the item(s) are delivered and the invoiced received, take the invoice to the purchasing department. If you receive only a packing list, it must go to the purchasing department also. The purchasing department will contact someone about the receipt of the item(s) and forward all paperwork to accounts payable. (The correct charges must be listed on the invoice.)

No purchase orders are to be issued until all procedures are followed and all approval signatures are obtained !!!

Notice!!!

WIA programs must get written prior approval from :
Tennessee Department of Labor and Workforce Development for purchases exceeding \$2000.

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UCHRA IFORMAL BID FORM
Purchases of \$ 400.00 and Up to \$ 4,999.99

Items Description and Quantity to be bid:

1. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Date: _____
Contact Person; Web Address, etc.: _____
Price Quoted: _____ S&H Charges: _____ Total Cost: _____
Notes: _____

2. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Date: _____
Contact Person; Web Address, etc.: _____
Price Quoted: _____ S&H Charges: _____ Total Cost: _____
Notes: _____

1. Company Name: _____
Address: _____
Phone #: _____ Fax #: _____
Date: _____
Contact Person; Web Address, etc.: _____
Price Quoted: _____ S&H Charges: _____ Total Cost: _____
Notes: _____

Notice: Ship to Address: _____
Signature of person taking bids X _____
Justification for bypassing proper bid procedures: _____

Director's Approval to Purchase from Vendor # _____
Program(s) Charged _____ Method of Payment: Invoice _____ or Credit Card _____
Notice: If New Vendor You Must Get ID # _____
(ABOVE INFORMATION MUST BE COMPLETED BEFORE SUMITTAL TO PURCHASING DEPARTMENT)

Purchasing Department X _____
Date Purchase Order was Requested ____/____/____
P.O. # _____
Item(s) Order By: _____
Date Order; _____
Placed on Property Inventory Records 8701 _____ Y _____ N
Materials received and inspected by: X _____ Date: _____

Is the original invoice with the correct charges attached? _____ Y _____ N
Original to Payables with P.O. Copy to Purchasing Dept. File

Revised 05-25-2010

Revised 4-11-2011

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UCHRA FORMAL BID FORM

Purchases Exceeding \$ 5000.00
Sealed Bids Required

1. Description / Specifications of item(s) / service(s) required:

2. Sealed bids obtained from the following vendors.

3. Justification for bypassing the formal bid process (if applicable):

4. Department Director; I recommend the bid submitted by the following vendor be approved.

Signature: _____ Date Approved: _____

Program(s) Charged: _____ \$ Amount: _____

5. Executive Director: I hereby approve this purchase of the above stated item(s) / service(s).

Signature: _____ Date Approved: _____

6. Purchasing Officer: I authorize this Purchase Order to be issued. Purchase Order number issued:

P.O. # _____ Signature: _____

7. Item(s) / Service(s) above Ordered by: _____ Date order: _____

8. Item(s) / Service(s) received / inspected by:

Signature: _____ Date received: _____

9. Placed on Capital equipment listing: (yes) _____ (no) _____

UCHRA tag: _____ WIA: tag _____

(See data sheet for tag numbers assigned and serial numbers.)

* If More than One (1) Item*

10. Department Director: I hereby acknowledge receipt of the above item(s) / service(s).

Signature :) _____ Date signed: _____

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Inventory Location Change Form

This form must be approved by the Dept. Director that purchased the item.

The County Coordinator, Site Manager Or The Designated Dept. Person In The Central Office Must Complete This Form, Once This Form Has Been Completed, Please Forward To The Purchasing Department So Changes Can Be Made.

Date: ____/____/____

UCHRA Tag#	WIA Tag#	Item Description	Signature of Director That Purchased The Item	Program Number That Made Purchase (Call Purchasing)	Present Location Of Item Being Moved	New Location of Item Being Moved (Be Specific)	Person Requesting Location Change	Authorization Of Coordinator Site Manager Or Dept. Designee

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