



## Finance Committee Meeting

### AGENDA

January 6, 2015

---

I. **CALL TO ORDER**

II. **MATTERS BEFORE COMMITTEE**

1. [Update - Travel Policy](#)
2. [Update - Purchasing Policy](#)

III. **ADJOURN**



## Finance Committee Meeting

### AGENDA

January 6, 2015

**Item:**

Update - Travel Policy

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Travel Policy Update](#)

**CITY OF MONROE  
TRAVEL POLICY**

**Date Issued:**

**Purpose**

The purpose of this policy is to provide all departments of the City of Monroe with notice of the guidelines for the authorization and administration of travel expenses, and the reporting of those expenses by employees, elected officials, and other authorized representatives of the City of Monroe. This policy shall include all required steps for obtaining travel expenses prior to travel and eligible reimbursement following travel.

**Definitions**

***Business Travel*** – Travel for the purpose of conducting official City business.

***Professional/Educational Travel*** – Travel for the purpose of attending meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the City.

***Requesting Party*** – Any individual who will be traveling and requesting approval or reimbursed for travel costs incurred while conducting Business Travel and/or Professional/Educational Travel.

***Authorizing Party*** – An individual authorized to approve or disapprove all travel-related requests. This individual is to be in a level of authority that enables them to evaluate the need, the cost, and the benefit of such travel. This individual must submit the Travel/Expense Voucher prior to employee travel.

***Travel/Expense Voucher*** – *(Form A)* A form printed on an envelope and is used to authorize payment for the reimbursement of travel related expenses.

***Reimbursement*** – Any cost that is required for the purpose of conducting official City business in addition to pre-approved travel expenses that may be eligible for repayment to the traveling employee.

**Policy**

It is the policy of the City of Monroe to provide uniformity and fairness to all travelers, to properly use and conserve public funds, and to provide a level of comfort while traveling that allows business to be conducted in a dignified and conservative manner. All travel expenses shall follow strictly developed guidelines set forth in this policy and be within acceptable and approved budgetary appropriations. Any out of state travel or training must be properly budgeted and approved by the City Council.

Family members may travel with employees, elected officials, and other authorized representatives. However, additional lodging and mileage costs of family members are not an expense of the City, nor reimbursable and will be considered a personal expense to the employees, elected officials, and other authorized representatives. Spouse's meals that are included as a part of a registration fee will be an allowable expense.

All travel expenses must be administered by the following:

1. **Guidelines.** The following steps set forth the basic guidelines to follow when considering travel or training:

- a) Decisions as to when travel and training are authorized must begin with the budgetary process. Travel and training needs must be anticipated and submitted in the budget prior to each fiscal year for approval by the City Council.
- b) Each Department Director is responsible for staying within their approved departmental budget travel and training appropriations as approved by the City Council.
- c) Prior to approving a travel request, the authorizing party (*listed below*) is responsible for determining that a sufficient unexpended or unencumbered budget appropriation remains in the travel and training budget to account for all expected costs of the travel.
- d) Requests for travel costs, travel advances, and any actual expense reimbursements should be authorized as follows:

<u>Requesting Party</u>	→	<u>Authorizing Party</u>
Employees		Department Director
Department Director		City Administrator
City Administrator		Mayor
Mayor/City Council		Budget Adoption

2. **Travel Expense.** The following guidelines are intended to set forth maximum standards for travel expenses. Employees and officials of the City are expected to spend funds conservatively and to the best interest of City operations.

a) Subsistence

i. **Lodging** – Payment for lodging is authorized when the individual’s travel requires overnight accommodations. Overnight accommodations are at the discretion of the Authorizing Party. Elected Officials may use their discretion to determine if overnight stays are important to attendance at a conference or meeting. Advance reservation paperwork is required to be submitted prior to travel, and lodging receipts are required upon return from travel.

1. Lodging shall be in a standard hotel/motel consistent with other facilities available in the travel vicinity. Room rates should be obtained at ‘government rates’ if possible, only if cheaper than rates obtained by the conference attended.
2. Employees are responsible for obtaining a tax-exempt certificate (*Form B*) and Hotel/Motel Excise Tax Form certificate (*Form C*) from the City prior to travel. These certificates are to be presented to the hotel/motel at the time of check-in.

ii. **Meals** – Employees and elected officials are entitled to expense coverage for meals based on a per diem for partial day trips or for multiple day trips. The per diem rates are as follows for employees and elected officials:

<u>Per Diem</u>	<u>Employee</u>	<u>Elected Official</u>
Breakfast	\$6.00	\$10.00
Lunch	\$8.00	\$13.00
Dinner	\$16.00	\$27.00

1. The above limits are expected maximums and should be sufficient in most areas traveled.
  2. For a single day trip:
    - Breakfast* – Reimbursement will be authorized when travel begins prior to 6:00 a.m.
    - Lunch* – Generally no reimbursement will be authorized unless it is included as part of a registration fee.
    - Dinner* – Reimbursement will be authorized if trip return is after 7:00 p.m.
  3. For trips involving overnight travel with departures prior to 6:00 a.m. per diem rates will apply.
  4. Receipts are not required upon return when requesting reimbursements at the per diem rates. To receive per diem expenses prior to travel, employees must submit conference or training agenda with travel expense form for proof of meals expenses, no later than two (2) weeks prior to departure. Should the proper paperwork not be provided within this two (2) week period, per diem expenses will be ready upon return from travel.
  5. Should the cost of a meal exceed the per diem meal limit, it is the responsibility of the employee or elected official to cover the additional cost. Occasionally meeting circumstances dictate presence at a meal exceeding allowable limits. If this occurs circumstances should be documented and the cost of the meal will be reimbursed if supported by receipts and proper approval from the Authorizing Party.
  6. Expenses and reimbursements exceeding per diem will be considered to certain out of state locations if prior request is submitted and amount was budgeted.
- iii. *Business Meals* – Occasionally, officials are required to meet with persons of other governments and professional associations in which the exchange of information will prove to be beneficial to the City. When, in the opinion of the official that such an exchange has occurred, it may be deemed appropriate to pay for the cost of the meal as a guest of the City. Reimbursements for these meals are pursuant to the following stipulations:
1. The requesting party is an elected official or management staff.
  2. A detailed receipt is provided along with a documented explanation of the event.
  3. It is submitted on a Travel Expense form after returning from travel.

b) Travel

i. Air, Rail, and Bus Fares

1. Receipts and Travel Expense form are required for expense or reimbursements of these transportation costs.
2. Transportation reservations shall be obtained at the most economical rate available and prior to travel with proper paperwork and approval submitted.

ii. City Vehicles

1. The use of a City vehicle is authorized for travel to destinations up to four hundred (400) miles from the City of Monroe. Operation of the City vehicle outside the state of Georgia requires the prior approval by the City Administrator and City Council.
2. Ridesharing will be required, if possible, when more than one employee attends same conference/meeting/training.
3. Receipts must be obtained and submitted for all City vehicle expenses upon return from travel.
4. City vehicles are to be driven and occupied only by City employees, elected officials, or other authorized representatives.

iii. Personal Vehicles

1. Use of a personal vehicle is allowed only if one of the following conditions is met:
  - No City vehicle is available at the time of travel.
  - Requesting party has a physical handicap which requires the use of a specially equipped vehicle.
  - An employee's family member(s) accompany the employee on the trip.
2. Advance approval must be obtained from Authorizing Party.
3. When more than one employee is attending a particular function, separate car allowances will not be approved unless separate arrival and departure times are dictated by other City business or the number of attendees is greater than four (4) persons.
4. The expense or reimbursement rate for personal vehicle mileage is based on IRS per mile allowance as issued each year.
5. Requested mileage expenses or reimbursements must be supported by printed travel map and reported by odometer readings upon return from travel. This does not apply to daily mileage allowance of staff using personal vehicles in normal day to day business.
6. Employees who use their personal vehicles on City business and request mileage allowance or reimbursements must prepare their requests on a monthly basis.

iv. Rental Vehicles

1. A rental vehicles may be used when it is determined that no other mode of transportation is as economical or practical (i.e. taxi, subway) for travel.
2. Rental vehicles shall be limited to 'mid-size' automobiles with standard accessories unless special circumstances dictate a larger vehicle or more effective rate.
3. Rental vehicles shall be covered by appropriate insurance as required by applicable state laws.
4. All current City policies/procedures governing the use of vehicles shall apply to rental vehicles.
5. Receipts are required for the use of any rental vehicle costs, including gas and other services.

v. Local Ground Transportation

1. Local transportation costs incurred while on out-of-town travel will be reimbursed, upon submittal of proper Travel Expense form and documentation.
2. Receipts for services must be obtained and submitted with travel Expense form for reimbursement. No reimbursement will be given without proper receipt submittal.

c) Registration

- i. Approval for registration must be given by Authorizing Party prior to registration.
- ii. Purchase Orders must be obtained prior to registration.
- iii. Advance registration must be used whenever possible to meet discount early registration rates.
- iv. Registration fees are acceptable when supported by receipt.

d) Miscellaneous

- i. Parking will be reimbursed when supported by a receipt upon return from travel.
- ii. Personal items, alcoholic beverages and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business.
- iii. When an advance is submitted prior to travel a final Travel/Expense Voucher (Form A) should be submitted as soon as possible in order to verify all funds advanced.

## Form A – Travel Expense Report Form

CITY OF MONROE EXPENSE REPORT								
Name: _____					Department: _____			
Date								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Miles Driven								-
Reimbursement	-	-	-	-	-	-	-	-
Parking & Tolls								-
Auto Rental								-
Taxi/Limo								-
Other (Rail or Bus)								-
Airfare								-
Transportation Total	-	-	-	-	-	-	-	-
Lodging & Meals Total								-
Other								-
Breakfast								-
Lunch								-
Dinner								-
Sub-Total Meals	-	-	-	-	-	-	-	-
Lodging & Meals Total	-	-	-	-	-	-	-	-
Supplies/Equipment								-
Phone, Fax								-
Food Charged								-
Gas Charged								-
Other								-
Entertainment								-
Total Expenses/Day	-	-	-	-	-	-	-	-
Detailed Entertainment Record								
Date	Item	Persons Entertained/ Business Relationship	Place Name & Location	Business Purpose	Amount			
					-			
					-			
					-			
					-			
PURPOSE OF TRIP					SUMMARY			
					Total Expenses	-		
					Less Cash Advance	-		
					Less Amount Charged To City	-		
					Amount Due Employee	-		
					Amount Due City	-		

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_



## Form B – Tax Exemption Certificate Form

Form **ST-5** (Rev. 11/2012)

STATE OF GEORGIA  
DEPARTMENT OF REVENUE  
SALES TAX CERTIFICATE OF EXEMPTION  
GEORGIA PURCHASER OR DEALER

To: \_\_\_\_\_  
(SUPPLIER) (DATE)

\_\_\_\_\_  
(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

**THE UNDERSIGNED DOES HEREBY CERTIFY** that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this certificate. (Check appropriate box.)

1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.
2. For use by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. Payment must be made by warrant on appropriated Government funds. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1).
3. Purchases or leases of tangible personal property or services for **RESALE ONLY** by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15),(39),(41),(56),(59),and(71).
4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. O.C.G.A. § 48-8-3(94). A Georgia sales and use tax number is not required for this exemption.
5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia sales and use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32).
6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A).
7. For use by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia sales and use tax number is not required for this exemption. 12 U.S.C.S. 1768; O.C.G.A. § 48-6-97.

**MUNICIPALITY**

## PURCHASER'S BUSINESS ACTIVITY

Under penalties of perjury I declare that this certificate has been examined by me and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: CITY OF MONROE Sales Tax Number: N/A

Business Address: 215 N. BROAD ST City: MONROE State: GA ZIP Code: 30655

Purchaser's Name: CONNIE H. DAVIS Signature: Connie H. Davis Title: AP CLERK

**A dealer must secure one properly completed certificate of exemption from each buyer making tax exempt purchases. Certificates of exemption must be obtained by the dealer within 90 days of the exempt sale being completed. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.**

## Form C – Hotel/Motel Excise Tax Form

**ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS**

On April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 became effective. This Act provides that Georgia State or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be payment made directly by a State agency from appropriated funds. Upon verification of the identity of the State official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this certification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the accounting or fiscal office of the Department or agency employing the individual identified below.

**STATE OF GEORGIA  
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX**

**CERTIFICATION**

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the State and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee \_\_\_\_\_ Date \_\_\_\_\_

P R I N T   O R   T Y P E

Name of Official or Employee \_\_\_\_\_

Title of Official of Employee \_\_\_\_\_

Agency Represented \_\_\_\_\_ City of Monroe

Accounting/Fiscal Office Contact Connie Davis Phone No. 770-266-5117

Date(s) of Lodging \_\_\_\_\_

This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk



## Finance Committee Meeting

### AGENDA

January 6, 2015

**Item:**

Update - Purchasing Policy

**Department:**

**Additional Information:**

**Financial Impact:**

**Budgeted Item:**

**Recommendation / Request:**

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Purchasing Policy Update](#)

**CITY OF MONROE  
PURCHASING POLICY**

**Date Issued:**

**Purpose**

The purpose of this policy is to require all City of Monroe officials and employees to initiate all purchases of products and services through the centralized purchasing office. The policy is to require all purchases be preceded by the methods required by the City for all purchases. The following policies and any accompanying procedures shall be strictly adhered to when making all purchases.

**Definitions**

***Quotations/Bids*** – verbal or written pricing provided by vendors for goods or services requested.

***Sealed Bids*** – bids submitted where specifications or design are known and set forth, and pricing is the determining factor for award.

***Request for Proposals*** – bids submitted where specifications or design are unknown, and thus pricing as well as scope of the project are the determining factors for award. Require a predetermined grading scale and committee to score and recommend award.

***Purchase Orders*** – issued numerical contracts creating agreements between vendors and the City of Monroe.

***Purchase Order Request Form*** – (*Form A*) form to be submitted in request of a Purchase Order.

**Policy**

It is the policy of the City of Monroe to control and monitor all purchases of products, goods and services as stated in this policy. All purchases shall follow strictly developed guidelines set forth in this policy and be within acceptable funding through previously approved budgets. A shown frequency of not obtaining Purchase Orders in the method set forth in this policy will result in revocation of purchasing privileges. All purchases are to be administered by the following:

1. ***Bids or Price Quotations.*** The following dollar amounts shall be followed in determining the process to be used in obtaining bids and price quotations:
  - a) \$0.00 to \$1,500.00 – verbal quotation
  - b) \$1,500.01 to \$5,000.00 – at least two (2) written quotations
  - c) \$5000.01 - \$100,000.00 – at least three (3) written quotations
  - d) Over \$100,000.00 – sealed bids
  
2. ***Approval.*** Lists shall be provided to the Purchasing Agent of authorized employees allowed to request Purchase Orders and will be updated each fiscal year. The following approval authority shall apply to the City for all purchases:
  - a) Up to \$1,500.00 – Authorized Employees
  - b) Up to \$3,000.00 – Department Heads and Purchasing Agent
  - c) Up to \$10,000.00 - City Administrator
  - d) Over \$10,000.00 – Mayor, Committee and Council

3. **Emergency Purchases.** Any purchases that are required to prevent damage, failure or injury to any systems or citizens that exceed preset purchasing limits. Full and complete documentation, along with written explanation is to be provided following purchasing by use of this method.
4. **State/National Contract Purchases.** The Purchasing Agent may use state or national contracts for purchasing any products or services that are available to local governments. By using this method of purchase, the requirement of bidding items over one hundred thousand (\$100,000.00) will be exempted due to the state or national agency having already bid the item.
5. **Brand Name Purchases.** The Purchasing Agent may elect the purchase of brand name products or services when those goods comprise a major brand system, program, service previously selected by the city and due to operational effectiveness, future enhancements or additions, or maintenance and storage of spare parts preclude the mixing of brands, manufactures, etc.
6. **Sole Source Purchases.** A contract may be awarded or a purchase made without competition when the city determines that there is only one source for the required products, supply service, or construction item. The Purchasing Agent shall conduct negotiations as appropriate, as to price, delivery and terms of such purchase. A separate file of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, and a listing of the item(s) procured under each purchase order or contract.
7. **Modification of Specifications.** Once a contract is bid and awarded by City Officials in accordance with this section, the City reserves the right to further negotiate all terms of the contract if the City determines that it is in the City's best interest to do so without the necessity of rebidding any such contract; provided, however, that any negotiations permitted hereunder shall not result in a variance of the price term exceeding ten (10) percent of the original bid price.
8. **Operational Policies/Procedures.** Consistent with this section and with the approval of the City Administrator, the Purchasing Agent shall develop and adopt written operational policies/procedures relating to the execution of this section, the functioning of the centralized purchasing offices, and which shall also include but not be limited to polices/procedures for:
  - a) The procurement of all supplies, services and construction needs by the City of Monroe.
  - b) The establishment of programs for specifications development, contract administration and inspection and acceptance.
  - c) The selling, lending or disposal of goods, supplies and equipment belonging to the City.
9. **Purchase Orders:** This section sets forth the methods for which purchase orders are to be requested, approved and issued.
  - a) Only authorized personnel, as stated above may request or obtain a PO number.
  - b) Purchase Order requests must be submitted and include all of the following information on the Purchase Order Request Form (*Form A*).
  - c) Purchase Order requests will then be reviewed to confirm all requirements are met as set forth in the purchasing policy.
  - d) Purchase Order numbers will then be issued.

10. **Blanket Purchase Orders.** Purchase Orders will be issued monthly to vendors for small items purchased on a regular basis, or as determined by the Purchasing Agent.
11. **Check Request.** In such cases where a Purchase Order cannot or is not obtained prior to a purchase, a check request must be filled out immediately and submitted to the Purchasing Agent for review. Documentation should be included with explanation as to the nature of the purchase and reasoning for failure to obtain a Purchase Order.
12. **Purchasing Cards/P-Cards.** Cards may serve as Purchase Orders in certain cases as outlined in the Purchasing Card/P-Card policy.
13. **Documentation.** Accounts Payable will process Purchase Orders after proper supporting documentation is received. A receipt or invoice **must** support every purchase. Failure to support all purchases with an original invoice may result in revocation of purchasing privileges.
14. **Vendor Approval.** All purchases must be with vendors that are pre approved by the Purchasing Agent or designee. Proper documentation must be submitted for all vendors prior to Purchase Orders being issued. Vendors must have all information properly provided before Purchase Orders are issued. All E-Verify and required information must be completed prior to any purchase agreement with vendors.
15. **Capital Improvement Projects/CIP.** Projects that are created and approved by fiscal year for the improvement of services and systems. All purchases for CIP projects are required to have a Project Number prior to the issuance of a Purchase Order.
16. **Credit Card/Store Card.** All cards issued to individuals are to be used only by the person issued the card. No other individuals are to use the card at anytime. Receipts are required to be turned in promptly following all purchases.
17. **Taxable/Tax Exempt.** All employees must exhibit a conscience effort to provide all applicable tax exempt documentation prior to making purchases.





This policy is adopted the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk