

# DISBURSEMENT GUIDANCE

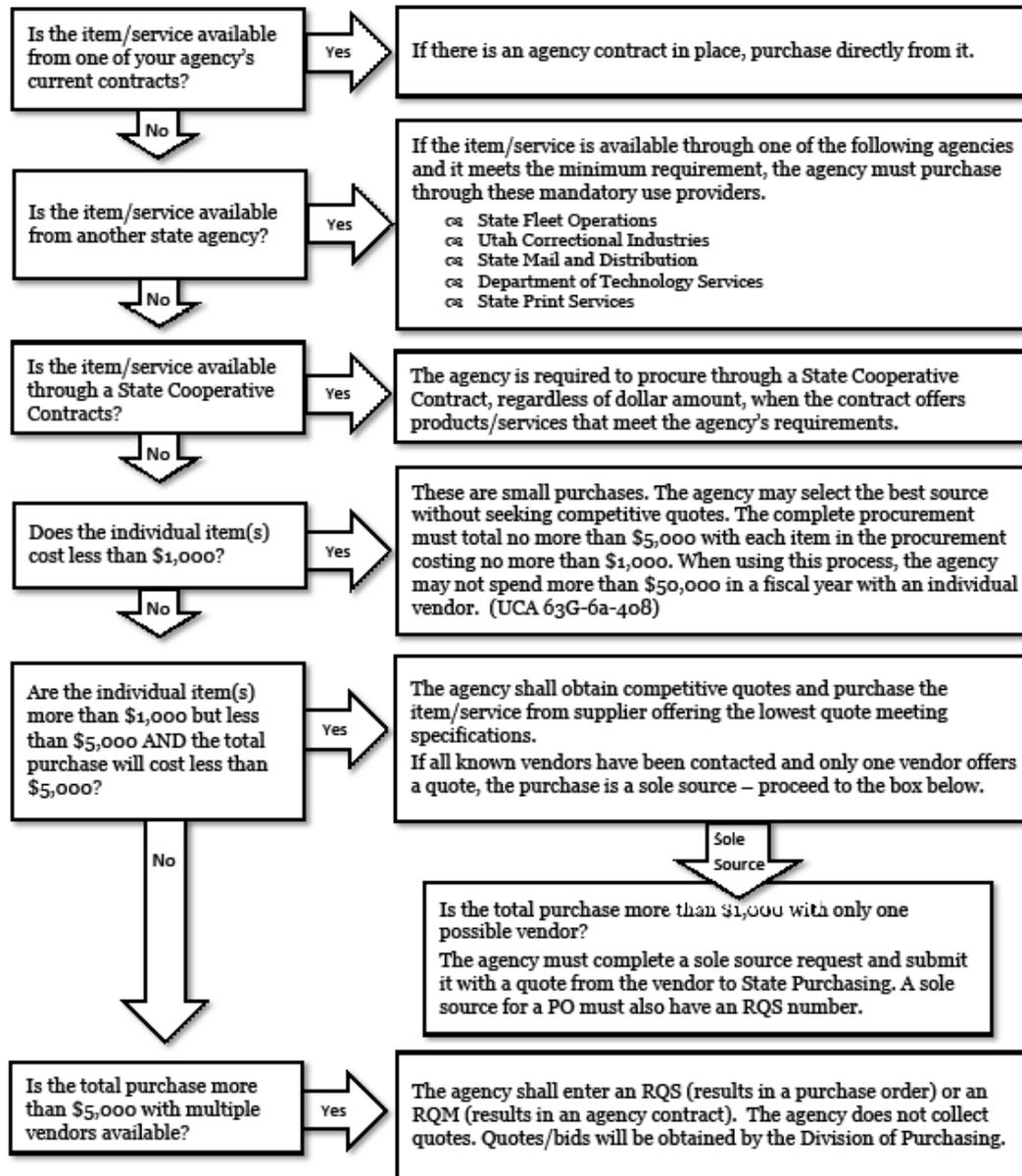
AS OF OCTOBER 16, 2014

# YOUR ROLE



- Thank you for your hard work! You play an important role to ensure the integrity of our system.
- You should know and follow State Policy as well as department expectations for disbursements. If you have any questions, contact *Courtney Colter (801) 538-4105*.
- The purpose of this guidance is to provide a review of the disbursement process. All FINET users are expected to review this guidance and follow the certification instructions at the end of the packet.

# Purchasing Flow Chart



PROPER  
PROCEDURES

# PRIORITY GIVEN TO CONTRACTS

- State procurement entities cannot use the small purchase process if a state contract is available
- To review the contract specifications, search State Contracts or BCMS
- State Contracts: <http://generalservices.utah.gov/statewidecontracts/contractsearch.aspx>
- BCMS: Direct Client Services. See your contract analyst



- DAS Home
- Purchasing Home
- Service Plan
- ePurchasing
- State Mail
- Print Services
- Bid Notification System
- Guide to Doing Business with Utah
- General Services Invoice Search
- Bid Tabulations and Awards
- State Purchasing P-Card Info
- Organizational Chart
- Employee Intranet
- WSCA Standard PC Configurations
- Media Center
- Surplus Program

Energy Star Web Site

### State Cooperative Contract Search

Search the State Contracts database for contracts

Enter search criteria below:  
Enter one or more criteria in the fields below.  
Searches are case-insensitive. All fields are optional.

View All Contracts

Energy Star

Green / Recycled Products

★ Keyword Search:   
Search titles for full or partial keywords (example: comp, computer, computers for computers).

Contract Number:   
Enter full or partial numbers (example: PD013, 013, PD).

★ Vendor Name:   
Enter full or partial vendor name.

Contract Expiration Date:

Expires on or after this date:

Expires on or before this date:

Purchasing Agent:    
Select an agent from list.

Active Contracts Only

*Warning!!! Only active contracts are available for agency use. Inactive contracts may be expired or cancelled.*

# SEARCHING STATE CONTRACTS

Use the keyword search and/or the vendor name to find the items you need

# IF THE ITEM IS NOT ON CONTRACT. . .

*Disbursements must follow State and Department policy. Ensure all disbursements are reasonable and an appropriate use of public funds.*

- Administrative Rule [R33-3-3](#) requires for the following procurement values:
  - Individual Item less than \$1,000 = No Quotes, No Bids
    - The complete procurement must total no more than \$5,000 with each item in the procurement costing no more than \$1,000
    - May not spend more than \$50,000 in a fiscal year with an individual vendor
  - Individual Item more than \$1,000 but less than \$5,000 = Min of 2 Quotes (preferably 3)
    - The total purchase must cost less than \$5,000
  - More than \$5,000 = Performed by State Purchasing



# HIGH DOLLAR APPROVALS

- Disbursements over \$2,000 *must* have the date of service or the date received in the document description on the FINET header page.
- Attach supporting documentation in FINET
  - Easier for auditors
  - Easier for YOU!
- Be sure *no confidential information* is on the attachments
  - Examples: Client Names, Social Security numbers, Provider Tax ID numbers etc.



# ONGOING PURCHASES

- If a purchase is ongoing, continuous or regularly scheduled and will exceed the annual cumulative threshold of \$50,000; coordinate with State Purchasing to establish a contract
- Regardless of dollar amount, if client services are ongoing, continuous or regularly scheduled; discuss with your division contract analyst and the Bureau of Contract Management to determine if a contract is applicable
- Reminder: monitor regular use and cumulative amounts to determine if contracts are necessary

\*Purchasing agents by commodity code can be found at:

<http://purchasing.utah.gov/directories/documents/agentlist.pdf>



- Do NOT split purchases, invoices, or payments to avoid State or Department requirements

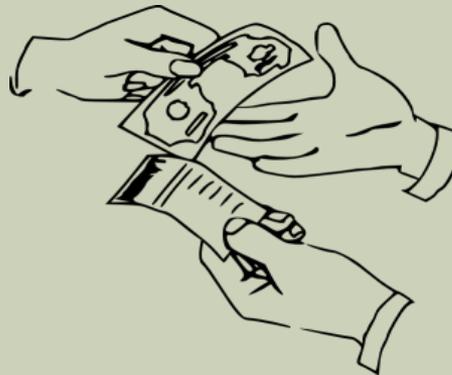
ARTIFICIALLY  
SPLITTING  
PURCHASES  
AND  
INVOICES



# ARTIFICIALLY SPLITTING PURCHASES AND INVOICES

*Utah Procurement Code - [63G-6a-408](#)*

- “Splitting” includes:
  - Making two or more separate purchases
  - Dividing an invoice or purchase order into two or more invoices or purchase orders
  - Making smaller purchases over a period of time



# PENALTIES FOR ARTIFICIALLY SPLITTING A PURCHASE

Utah Procurement Code - [63G-6a-2305](#)



If the total value of the divided procurement is:

- Over \$1,000,000 = Second Degree Felony
- From \$250,000 to \$1,000,000 = Third Degree Felony
- From \$100,000 to \$250,000 = Class A Misdemeanor
- Less than \$100,000 = Class B Misdemeanor

# Need Some Help?

Division of Finance

Accounting Policies & Procedures

<http://apps.finance.utah.gov/nxt/gateway.dll?f=templates&fn=default.htm&vid=nxtpub:app1>

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Office of Fiscal Operations

Fiscal Procedures

<http://hsofo.utah.gov/services/fiscal-procedures-2/>

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Department Purchasing Help Desk

Courtney Colter

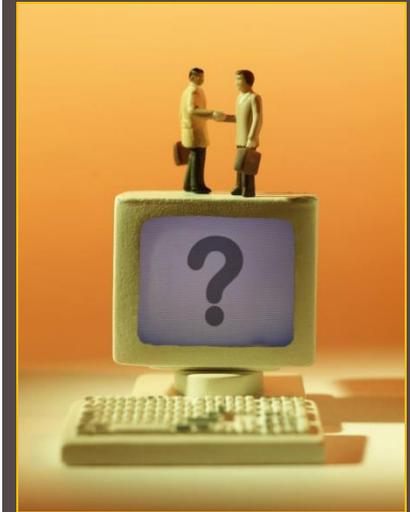
(801) 538-4105

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FINET Help

<http://apps.finance.utah.gov:8090/quest/FINET/finance.htm>

Help Desk: (801) 538-9690



# STATE PURCHASING LINKS

## State Purchasing

<http://www.purchasing.utah.gov/>

- [Phone Quotation Worksheet](#)
- [Sole Source Request Form](#)
- [Utah Sales Tax Exemption Form](#)
- [Purchasing Flow Chart](#)



# Courtney Colter

Financial Analyst  
ccolter@utah.gov  
(801) 538-4105



Any  
QUESTIONS??  
*Call our  
expert!*

# CERTIFICATION INSTRUCTIONS

(1) Review the slides

(2) Send an email to **Courtney Colter** ([ccolter@utah.gov](mailto:ccolter@utah.gov)) with *Disbursement Certification* in the subject line. Carbon copy your supervisor confirming you reviewed and understand this disbursement guidance.

