Ohio | Department of Administrative Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschroder, Director

TO: ALL State Agencies, Departments, Institutions, Boards & Commissions

FROM: Sandy Herrel, CPPO, CPPB
Deputy Chief Procurement Officer
Office of Procurement Services

DATE: May 15, 2019

SUBJECT: BLANKET RELEASE & PERMIT, FISCAL YEAR 2020 AND 2021

Pursuant to Revised Code Section 125.05, the Director of the Department of Administrative Services (DAS) has determined that it is not possible or advantageous for DAS to make purchases of certain types of Purchased Personal Services (PPS) and other specialized items which may exceed the direct procurement limits of $50,000 for supplies and services. The following procedures have been established to enable agencies to process purchase orders in OAKS. This Blanket Release and Permit does not waive the necessity for any additional reviews or approvals as required by Law or other DAS Policies.

This Blanket Release and Permit will be in effect July 1, 2019 through June 30, 2021, unless otherwise notified.

The Blanket Release and Permit Number is comprised of the agency's three-digit Alpha OAKS Code and 20/21. For Example:

DAS 20/21 (Department of Administrative Services)

The supplies/services affected are defined by the following expense account codes. The Blanket Release and Permit is required on Purchase Orders using the expense account codes. If Controlling Board approval is required, due to exceeding the cumulative annual dollar threshold, the agency must make a written notation on the Controlling Board request of the expense account code utilized and the Release and Permit number assigned. Controlling Board staff will verify this information prior to scheduling any request. No further Release and Permits will be required from the Office of Procurement Services.

DAS reserves the right to modify the list of account codes when deemed necessary. Agencies will be advised of any additions or deletions to this list.

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Expense Account	Expense Account Description
510050	Administrative and Mgmt Serv Services related to administrative and management services. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510052	Legal Services - available for bid Legal services not defined in 510053 (e.g., attorney, judge, hearing officer, legal transcription, court reporters, interns, fact finder, depositions, expert witness fees). Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510053	Legal Services – assigned Legal services when, 1. the vendor has been assigned by the Attorney General and the agency has a letter of appointment from the Attorney General, 2. reimbursement to counties (ORC 190.121) and for any individual providing legal services as judge in connection with the Ohio Supreme Court, 3. witness fees and travel expenses when individuals appear at Unemployment Compensation Hearings, 4. subpoena delivery fees, or 5. legal representation, court appearances, case management, and one-time costs associated with advocacy and protective services for clients. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510057	Research Services Payments for research projects such as causes of mental health disorders, coal development, health research, scientific projects, and temporary service companies. Use 510062 for contractor's travel, when travel is not included in base cost of fee.
510061	Vendor Offered Train/Cert fee Seminar, registration fees, training classes, webinars, etc., when the State is sending employees to training established and hosted solely by vendor. Use account code 510060 for trainings when State plans or determines the material/topic presented. Use account code 521070 for subscriptions to host webinars.

Expense Account	Expense Account Description
510062	Contractor's Travel Travel expenses paid to contractors (e.g., transportation, meals, lodging), under any contracted service. Travel expenses must comply with OBM Travel Rule 126-1-02.
510063	Other Personal Service Personal service that aren't elsewhere classified (e.g., accountants, auditors, assistance for handicapped, haircuts for wards of state, speaker fees and religious services).
510065	Education/Training Services-Wards Education or Training provided by educational institutions to wards of the state.
510070	Counseling & Day Report Serv Payments made for aftercare services or counseling (e.g., substance abuse and drug counseling, day reporting, educational development, drug trafficking intervention, non-residential group counseling to sex offenders or offenders with mental health issues)
521058	Hospital Fees Payments made to public hospitals and veterinary hospitals for medical treatment and tests. This includes charges for medical treatment at private hospitals, emergency room services and hospital/ER physician costs incurred on behalf of wards of the state. It also includes tests performed in a hospital setting that are required in the completion of an agency's mission, such as toxicology tests and tests required to complete reports for state requirements for both humans and animals. This EXCLUDES medical care and tests performed in a non-hospital setting (521061).
521060	Medicare Premium Payments made to the Social Security Administration for Medicare Insurance coverage purchased on behalf of indigent wards of the state.

Expense Account	Expense Account Description
521063	Funeral Charges Payments made for all costs relating to funerals and burials for ward of the state, including embalming, transportation, room rental, purchase of the lot, casket, and clothing expenses required for burial.
521065	Independent Living Expenses Payments related to costs necessary for establishing a youth or adult offender in an independent living environment. This includes costs such as apartment or room rental, food, clothing, etc. on a short-term basis.
521070	Books, Paper Subscriptions, etc Paper or on-line books, subscriptions, periodicals, pamphlets, newspapers, training films, read-only media on diskette or CD-ROM and similar publications. Include payments for subscriptions to host webinars or maintain books. Don't include payments for printed matter produced for the sole use of the agency; such payments should be charged to 528050, Printing and Binding. Where membership privileges are a part of the subscription price, charge the total cost to 512069, Membership Dues. Purchases for library usage, when the library is a function of the agency, should be charged 538151.
521086	Immobilization Services Payments made to law enforcement agencies and county treasurers for fees incurred to immobilize vehicles.
521089	License, Permits & Titles Payments for licenses, validation stickers, permits, titles, notary public certifications, court costs, court fees, docking and filing fees, money orders, and other fees necessary in conducting state business and operations, including motor vehicle fees for state vehicles and internet domain registrations.
529050	Petty Cash Replenishments Petty cash reimbursements/ replenishments that can not be charged to other petty cash account codes (529051-529065). Use 595057 for petty cash establishment or increase and 595051 to replenish lost or stolen funds.

Expense Account	Expense Account Description
529051	Petty Cash Replenishments-Lost Petty cash replenishment due to lost or stolen petty cash funds. Documentation of a State Highway Patrol investigation must be provided.
529067	Bank Charges Not Registered Any bank service charge that is charged to an account not using the Board of Deposit banking services agreement. Specific legal authority must exist for each bank account maintained by an agency.
529068	Prompt Pay Interest – Only Payments of penalties assessed for late payment of an invoice, paid in compliance with ORC 126.30. Penalties assessed by utility companies should be charged to 525054.
529069	Interest on Funds (Non Bonds) Payments made for interest on borrowed funds other than bond retirement.
523073	Transportation Non-Employee Payments to vendors for all expenses incurred for commercial transportation for non- state employees and wards of the state. This includes charges for taxis; bus, subway, and train fare; car rentals; etc. This EXCLUDES payments made directly to individuals as reimbursement for travel (55xxxx series).
529075	Reimbursement – Food Reimbursements made to a state employee for infrequent purchases of food for meetings and employee recognition. Reimbursements should only be used when there is no ability to direct bill or use the state payment card. All purchasing procedures must be followed in each instance before this method can be used. Direct purchases of food for meetings and employee recognition should use 520052.

Expense Account	Expense Account Description
529070	Income Tax Refund – Interest Payments on interest on taxpayer refunds, in accordance with ORC 5747.11. The Tax Commissioner shall use this code when interest is allowed on refunds of tax imposed in Chapter 5747.
529071	Real Estate Taxes & Assessment Payments made for taxes including real estate tax, road tax, county and transit sales tax, floor stock tax and assessments.