

TO: ALL STATE AGENCIES, BOARDS & COMMISSIONS

FROM: Wayne McCulty, CPPO, Interim Chief Procurement Officer
Office of Procurement Services

DATE: April 29, 2015

SUBJECT: BLANKET RELEASE & PERMIT, FISCAL YEAR 2016 AND 2017

Wayne McCulty 4/29/15

Pursuant to Revised Code Sections 125.05 and 125.06, 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, 2015 through June 30, 2017, unless otherwise notified.

The Blanket Release and Permit Number is comprised of the agency's three digit Alpha OAKS Code and 16/17. For Example:

DAS16/17 (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.

New Expense
Account

New Account Description

510050	<p><u>Administrative and Mgmt Serv</u> Services related to administrative and management services. Use 510062 for contractor's travel, when travel is not included in base cost of fee.</p>
510051	<p><u>Medical Services</u> Medical services (e.g., general medical practitioner, psychiatrist, psychologist, dentist, optometrist, ophthalmologist, pharmacist, podiatrist, paraprofessional, nurse, dental hygienist, and physicians' assistant, radiologist, speech and physical therapy, or veterinarian). Use 510062 for contractor's travel, when travel is not included in base cost of fee.</p>
510052	<p><u>Legal Services - available for bid</u> 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.</p>
510053	<p><u>Legal Services – assigned</u> Legal services when,</p> <ol style="list-style-type: none">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, or5. 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	<p><u>Research Services</u> 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.</p>
510061	<p><u>Vendor Offered Train/Cert fee</u> 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</p>

New Expense
Account

New 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 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.
- 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.

<u>New Expense Account</u>	<u>New Account Description</u>
521070	<u>Books, Paper Subscriptions, etc</u> 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	<u>Immobilization Services</u> Payments made to law enforcement agencies and county treasurers for fees incurred to immobilize vehicles.
521089	<u>License, Permits & Titles</u> 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.
529050	<u>Petty Cash Replenishments</u> Petty cash reimbursements/ replenishments that can not be charged to other petty cash account code (529051-529065) Use 595057 for petty cash establishment or increase.
529051	<u>Petty Cash Replenishments-Lost</u> Petty cash replenishment due to lost or stolen petty cash funds. Documentation of a State Highway Patrol investigation must be provided.
529067	<u>Bank Charges Not Registered</u> 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	<u>Prompt Pay Interest – Only</u> 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	<u>Interest on Funds (Non Bonds)</u> Payments made for interest on borrowed funds other than bond retirement.

New Expense
Account

New Account Description

523073	<p><u>Transportation Non-Employee</u> 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).</p>
529075	<p><u>Reimbursement – Food</u> 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.</p>
529070	<p><u>Income Tax Refund – Interest</u> 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.</p>
529071	<p><u>Real Estate Taxes & Assessment</u> Payments made for taxes including real estate tax, road tax, county and transit sales tax, floor stock tax and assessments.</p>