
TO: ALL STATE AGENCIES, BOARDS & COMMISSIONS

FROM: Jeffrey Westhoven, CPPO, CPPB,
State Purchasing Administrator 

DATE: April 21, 2011

SUBJECT: BLANKET RELEASE & PERMIT, FISCAL YEARS 2012 & 2013

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, 2011 through June 30, 2013; unless otherwise notified.

The Blanket Release and Permit Number is comprised of the agency's three digit Alpha OAKS Code followed by a hyphen and 12/13. For Example:

DAS-12/13 (Department of Administrative Services)

The supplies/services affected are defined by the following expense account codes. The Blanket Release and Permit should be used on all purchase orders utilizing these 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.

<u>Expense Account</u>	<u>Definitions</u>
	<u>Non-Residential Community Treatment Services</u> The following expense accounts include payments made to service providers for aftercare treatment.
512001	<u>Non-Residential Community Treatment Services--Purchased Personal Service – DRC & DYS</u> Charge to this expense account, payments made to service providers for providing treatment and other types of aftercare services, i.e., substance abuse and drug counseling, educational development, drug trafficking intervention, etc.
512002	<u>Offender Counseling Contracts - DRC</u> Charge to this expense account, payments to licensed contractors who provide non-residential group counseling to sex offenders under the supervision of the Adult Parole Authority.
512003	<u>Mental Health Counseling Contracts - DRC</u> Charge to this expense account, payments to licensed contractors who provide non-residential treatment to offenders with mental health issues under the supervision of the Adult Parole Authority.
512004	<u>Day Reporting Contracts - DRC</u> Charge to this expense account, payments to contractors who provide non-residential day reporting programs to offenders under the supervision of the Adult Parole Authority.
512095	<u>Travel-Purchased Personal Service - DRC & DYS</u> Charge to this expense account, costs paid for transportation, meals, lodging, etc., under Non-Residential Community Treatment Services-Purchased Personal Service.
	<u>Medical-Purchased Personal Service</u> The following expense accounts include all payments for medical services. This includes physicians, medical technicians or veterinarians. (See expense accounts 521210, 521211, 521212, 521213, 521214, 521215, 521216, 521217, 521218, 521219, 521220, 521221, 521222, 521223, 521224 for hospital/doctors care-state employees and emergency care for wards of the state).
515001	<u>Physicians-Purchased Personal Service</u> Charge to this expense account payments made for services of a general medical practitioner (M.D. or D.O.) except psychiatrists, psychologists, dentists, optometrists, ophthalmologists or radiologists. (See expense accounts 521210, 521211, 521212, 521213, 521214, 521215, 521216, 521217, 521218, 521219, 521220, 521221, 521222, 521223, 521224, 521225 for non-contract medical care).
515002	<u>Psychiatrists and Psychologists-Purchased Personal Service</u> Charge to this expense account any payments made for medical services provided by a psychiatrist or psychologist. (See expense accounts 521210, 521211, 521212, 521213, 521214, 521215, 521216, 521217, 521218, 521219, 521220, 521221, 521222, 521223, 521224, 521225, for non-contract medical care).

<u>Expense Account</u>	<u>Definitions</u>
515003	<p><u>Other Professional Medical (Dentists, Optometrists, Ophthalmologists, Veterinarians, Pharmacist)-Purchased Personal Service</u> Charge to this expense account any payments made for medical services provided by a dentist, optometrist, ophthalmologist, pharmacist, podiatrist, physical therapist or veterinarian. (See expense accounts 521210, 521211, 521212, 521213, 521214, 521215, 521216, 521217, 521218, 521219, 521220, 521221, 521222, 521223, 521224, 521225, for non-contract medical care).</p>
515004	<p><u>Other Medical (Paraprofessionals, Nurses, Dental Hygienists, Physicians' Assistants)-Purchased Personal Service</u> Charge to this expense account any payments made to individuals retained for medical services to clients when payments are not covered by expense accounts 515001, 515002, and 515003 (paraprofessionals, nurses, dental hygienists and physicians' assistants).</p>
515095	<p><u>Travel-Medical-Purchased Personal Service</u> Charge to this expense account any costs paid for transportation, meals, lodging, etc., under Medical Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.</p>
	<p><u>Legal-Purchased Personal Service</u> The following expense accounts include payments made for any legal services rendered by individuals not on State of Ohio payroll.</p>
515501	<p><u>Special Counsel (Appointed by the Attorney General)-Purchased Personal Service</u> Charge to this expense account any payments for legal services when the individual or firm has been assigned to a state agency or approved by the Attorney General's Office. The agency must have a letter of appointment from the Attorney General.</p>
515502	<p><u>Other Attorneys-Purchased Personal Service</u> Charge to this expense account payments for legal services rendered by an attorney not assigned by the Attorney General's Office.</p>
515503	<p><u>Other Legal (Court Reporters, Paralegals)-Purchased Personal Service</u> Charge to this expense account payments for any legal services rendered by individuals other than attorneys and not on the State of Ohio payroll (legal transcription, court reporters, expert witness fees, interns and depositions). Contract not required for opposition or hostile witness.</p>
515504	<p><u>Temporary Services-Legal-Purchased Personal Service</u> Charge to this expense account payments for any legal services provided through a temporary services firm.</p>
515505	<p><u>Hearing Officers RC 119-Purchased Personal Service</u> Charge to this expense account payments for any individual or firm providing legal services as hearing officers, specifically, with regard to R.C. 119.</p>

<u>Expense Account</u>	<u>Definitions</u>
515506	<u>Judicial/Ohio Supreme Court-Purchased Personal Service</u> Charge to this expense account payments reimbursed to counties (R.C. 190.121) and for any individual providing legal services as judge in connection with the Ohio Supreme Court.
515507	<u>Unemployment Compensation Board of Review Hearing Fees - JFS</u> Charge to this expense account payments made for witness fees and travel expenses when individuals appear at Unemployment Compensation Hearings.
515508	<u>Fact Finders-Purchased Personal Service - ERB</u> Charge to this expense account payments made by the State Employment Relations Board for services rendered by a fact-finder selected from the roster of neutrals to address matters under the statutory dispute settlement procedure relating to R.C. 4117.
515595	<u>Travel-Legal-Purchased Personal Service</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., under Legal Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.
	<u>Accounting/Auditing-Purchased Personal Service</u> The following expense accounts include payments made for accounting and auditing services rendered by private companies for consulting oriented projects related to accounting systems, management systems, or auditing services. Use expense account 529201 for payments made to the Auditor of State for audit fees.
516001	<u>Accountants-Purchased Personal Service</u> Charge to this expense account any payments for services rendered by an individual not on State of Ohio payroll or an accounting firm for accounting system studies.
516095	<u>Travel-Accounting/Auditing-Purchased Personal Service</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., under Accounting/Auditing Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.
	<u>Research-Purchased Personal Service</u> The following expense accounts include any payments made to individuals, organizations, and private companies for research projects. This includes medical, developmental, scientific, and feasibility studies.
517501	<u>Consultants and Contractors-Purchased Personal Service</u> Charge to this expense account any payments made for research projects such as causes of mental health disorders, coal development, health research and scientific projects.
517502	<u>Temporary Services-Research-Purchased Personal Service</u> Charge to this expense account any payments made for research projects done by temporary service companies.

<u>Expense Account</u>	<u>Definitions</u>
517595	<u>Travel-Research-Purchased Personal Service</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., under Research Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.
	<u>Administrative Management and Supportive Services-Purchased Personal Service</u> The following expense accounts include payments made to individuals not on state payroll for projects related to administrative, management and security evaluation systems. Include any purchased personal service not covered by expense accounts 515001, 515002, 515003, 515004, 515005, 515095 through 519001, 519002, 519003, 519095.
518001	<u>Consultants and Contractors-Purchased Personal Service</u> Charge to this expense account any payments for services related to the above Administrative Management and Supportive Services Purchased Personal Services. Charge all transportation, meals and lodging costs to expense account 518095.
518095	<u>Travel- Administrative Management and Support Services- Purchased Personal Service</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., under Administrative Management and Support Services Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.
	<u>Lottery Advertising-Purchased Personal Service</u> The following expense accounts include any payments for promotional advertising of the Lottery Commission.
519001	<u>Lottery Media Advertising-Purchased Personal Service - LOT</u> Charge to this expense account any expenses for electronic or print media advertising on behalf of the Lottery Commission.
519002	<u>Advertising Production-Purchased Personal Service - LOT</u> Charge to this expense account any production expenses related to Lottery advertising.
519003	<u>Lottery Advertising Sponsorship-Purchased Personal Service - LOT</u> Charge to this expense account any expenses related to sponsorship advertising on behalf of the Lottery Commission.
519095	<u>Travel Advertising-Purchased Personal Service - LOT</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., associated with Lottery advertising. Travel expenses must comply with OBM Rule 126-1-02.

<u>Expense Account</u>	<u>Definitions</u>
	<u>Training-Purchased Personal Service</u> The following expense accounts include any payments made to individuals, organizations, and private companies for the training of state employees.
519501	<u>Consultants and Contractors-Training-Purchased Personal Service</u> Charge to this expense account payments made to individuals, organizations and private companies for the training of state employees.
519502	<u>Safety Belt Program-Training-Purchased Personal Service - DPS</u> Charge to this expense account payments made to police and sheriff office statewide for presentations conducted to third grade classes on safety issue (i.e., Safety Belt Program).
519595	<u>Travel-Training-Purchased Personal Service</u> Charge to this expense account costs paid for transportation, meals, lodging, etc., under Training-Purchased Personal Service. Travel expenses must comply with OBM Rule 126-1-02.
	<u>Expense for Ward of the State</u> The following expense accounts include payments made in behalf of wards of the state.
514802	<u>Educational Training for Wards of the State</u> Charge to this expense account payments made to educational institutions for services provided to wards of the state.
529602	<u>Foster Care Payments Excluded from Income</u> Charge to this expense account payments made by any state agency to individuals who provide foster home care for wards of the state (or for five or fewer wards of the state if the wards are over 18 years of age). Also use this expense account for foster care "difficulty of care" payments (e. g., payments for additional care required by a physically, mentally, or emotionally handicapped person) when these payments are made for nine or fewer individuals under age 19 or for five or fewer individuals over 18 years of age. Federal Code Section 131 excludes these payments from income.
529603	<u>Foster Care Payments Included in Income</u> Charge to this expense account payments made by any state agency to individuals who provide foster home care for wards of the state in one of the following situations. 1) There are six or more wards of the state over 18 years of age. 2) "Difficulty of care" payments (e. g., payments for additional care required by a physically, mentally, or emotionally handicapped person) for more than 10 wards under age 19. 3) "Difficulty of care" payments for more than five wards over 18 years of age. These payments count as income.
523210	<u>Transportation Expense-Non-State Employees</u> Charge to this expense account payments to commercial vendors for public transportation (e. g., airlines and bus companies) of non-state employees including wards of the state. Do not charge payments made directly to individuals as reimbursement for travel.

<u>Expense Account</u>	<u>Definitions</u>
521210	<u>Special Hospital Care-Non-State Employees</u> Charge to this expense account payments made to public or private hospitals not operated by the agency making the payment for treatment on behalf of wards of the state.
521211	<u>Ambulance Service</u> Charge to this expense account per call payments or annual fee made to private or public ambulance services for transportation for treatment on behalf of wards of the state.
521212	<u>Emergency Room Service</u> Charge to this expense account payments made to private or public hospitals for emergency treatment on behalf of wards of the state.
521213	<u>Emergency Doctor Visits</u> Charge to this expense account payments made to physicians, surgeons, or medical specialist for emergency treatment on behalf of wards of the state.
521214	<u>Medicare Premium</u> Charge to this expense account payments made to the Social Security Administration for Medicare Insurance coverage purchased on behalf of indigent wards of the state.
521215	<u>X-Ray Services</u> Charge to this expense account payments made for X-Ray services that are provided by a private or public company on the premises of a state agency on behalf of wards of the state. X-Rays taken in the emergency room should be charge to expense account 521212.
521216	<u>Funeral Service Charges</u> Charge to this expense account payments made for services (e. g., embalming, transportation, room rental) for the funeral of an inmate or patient.
521217	<u>Other Funeral Service Charges</u> Charge to this expense account the purchase of the lot, casket, and clothing expenses required for burial.
521218	<u>Independent Living Expense for Youth or Adult Offender/Aftercare</u> Charge to this expense account the necessary costs related to establishing a youth or adult offender in an independent living environment such as an apartment, room rental, food, clothing, etc. on a short term basis.

Expense
Account

Definitions

Miscellaneous Expense

The following expense account includes reimbursements of miscellaneous expense to state employees for infrequent or emergency purchases. This should only be used when there is no ability to direct bill or use the state payment card. All purchasing procedures must be followed before this method can be used in each instance.

529829

Food for Employee Recognition

Charge to this expense account reimbursement made to a state employee for infrequent or emergency purchases of food for employee recognition. This expense account should only be used when there is no ability to direct bill or use a state payment card. All purchasing procedures must be followed before this method can be used in each instance.

Other Payments-Interest, Insurance, Licenses, Permits, Petty Cash, Discounts, Delinquent Payments: The following expense accounts include interest on borrowed funds, including income tax refunds. It does not include interest on bond retirement.

529901

Interest on Funds (non-bonds)

Charge to this expense account payments made for interest on borrowed funds other than bond retirement.

529902

Income Tax Refunds-Interest

Charge to this expense account interest payments made to taxpayers, in accordance with R.C. 5747.11. The Tax Commissioner shall use this code when interest is allowed on refunds of tax imposed in Chapter 5747.

521225

Licenses, Permits, Titles, Etc.-Purchases

Charge to this expense account purchase of licenses, permits, money orders, titles, notary public certifications, court costs, court fees, validation stickers, docking and filing fees and other fees necessary in conducting state business and operations. Purchase of licenses, permits, and titles for motor vehicles should be charged to expense account 522600. Do not use this expense account on ISTV's.

515509

Subpoena and Witness Fees

Charge to this expense account the cost of subpoena for the witness and delivery fee. Agencies must provide R.C. that applies.

519700

Bank Commission and/or Charges

Charge to this expense account any commission and bank charges paid to a bank or financial institution. Specific legal authority must exist for each bank account maintained by an agency. Initial setup fees and monthly transaction fees for e-payments should be coded with this expense account.

529908

Real Estate Taxes and Assessments

Charge to this expense account payments made for taxes (e. g., real estate tax, road tax, county and transit sales tax, floor stock tax and assessments).

<u>Expense Account</u>	<u>Definitions</u>
529908	<u>Real Estate Taxes and Assessments</u> Charge to this expense account payments made for taxes (e. g., real estate tax, road tax, county and transit sales tax, floor stock tax and assessments).
529909	<u>Petty Cash Replenishment (Under \$25)</u> Charge to this expense account payments made to reimburse state agencies for items costing \$25 or less purchased with petty cash funds. Lost or stolen petty cash funds should be placed under 529910. Use expense account 596100 for petty cash establishment or increase.
529910	<u>Petty Cash Replenishment-Lost or Stolen</u> Charge to this expense account any petty cash replenishment due to lost or stolen petty cash funds. Documentation of a State Highway Patrol investigation must be provided.
529912	<u>Delinquent Payments</u> Charge to this expense account payments made due to penalties assessed for late payment of an invoice (R.C. 126.30). Penalties assessed by utility companies should be charged to expense account 525700.
529913	<u>Immobilization Charges - DPS</u> Charge to this expense account payments made to law enforcement agencies and county treasurers for fees incurred to immobilize vehicles.