



PURCHASING COMPLIANCE – BY DEPARTMENTS

EMPOWERING EVERYONE TO PLAY BY THE RULES



AGENDA

- INTRODUCTIONS
- PURCHASING COMPLIANCE
- EMPOWERING DEPARTMENTS
- AUDIENCE PARTICIPATION
- QUIZ

- *DISCLAIMER - THIS PRESENTATION IS NOT LEGAL ADVICE*



INTRODUCTIONS

■ Our Panel

- Rebecca Heizer - Senior Auditor, Julian & Grube, LLC
- Vince Page - Accountant, City of Westerville
- Amie Lynn - Finance & Administration Officer, Massillon Public Library
- Liz Fruchey - County Auditor, Henry County
- Adam Collier - School Treasurer, Groveport Madison Schools



POLLING TEST QUESTION

WHICH ACTOR WAS THE BEST BATMAN (MOVIES NOT TV)?

- A. Michael Keaton
- B. Val Kilmer
- C. George Clooney
- D. Christian Bale
- E. Robert Pattinson



I'M BATMAN!TM

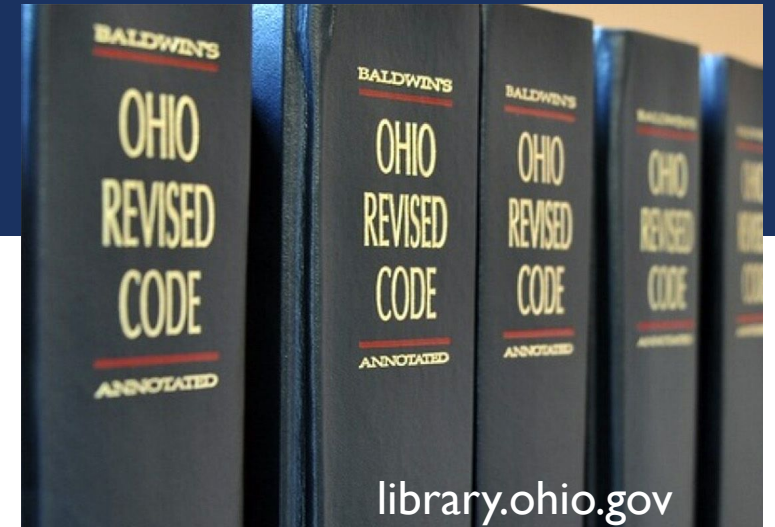
batman.fandom.com

POLLING

What type of Entity do you represent?



PURCHASING COMPLIANCE



■ The Statute

- Ohio Revised Code section 5705.41 (D) and 5705.42 – Restriction upon appropriation and expenditure of money – certificate of fiscal officer
 - No orders or contracts involving the expenditure of money are to be made unless there is a certificate of the fiscal office that the amount require for the order or contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the appropriate fund free from any previous encumbrances.
[Ohio Rev. Code section 5705.41 (D)(I)] - 2024 Ohio Compliance Supplement 1-2

COOPERATION

Getting full cooperation from the rest of the Organization

- Policies & Procedures
 - Federal requirements and procurement
- Timely purchase requests
- No invoice without an executed purchase order
- Efficient and timely approvals
- Appropriation is sufficient
- Federal requirements



PURCHASING - FREQUENTLY ASKED QUESTIONS

- Does this statute ORC 5705.41(D) and 5705.42 apply to my Entity?
- Blanket and Super Blanket PO's
 - What's the difference?
 - Which type of Blanket PO should my entity be using?
- Then & Now's
 - When are they appropriate to use?
 - Can I use this for every purchase?
 - Is budgeting for expenses important, if I can use a Then & Now?
- Pcards
 - Do Pcards require a purchase order or requisition?

POLLING



How many years have you been working as a fiscal officer or auditor?

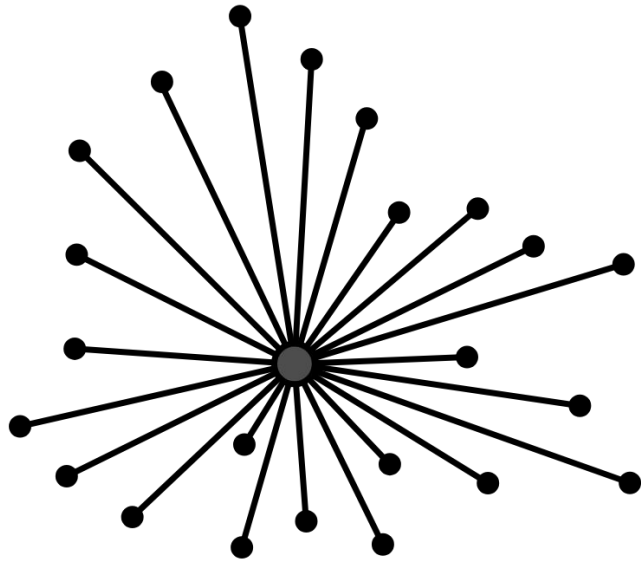
EMPOWERING THE ORGANIZATION

- **Municipality**
 - Tone at the Top
 - Education and Training
 - Periodic Updates
 - Flexibility vs Restrictions

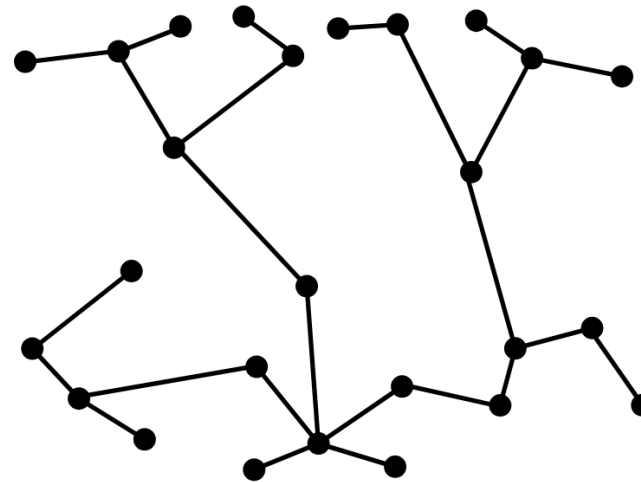


POLLING

Are purchase requests decentralized or centralized in your organization?



CENTRALIZED



DECENTRALIZED

EMPOWERING THE ORGANIZATION

- **County**
 - Compliance with ORC 5705.41
 - PO required for all purchases
 - Carryforward POs to next year
 - Workflow approvals
 - Link PO to Invoice
 - Training employees



POLLING

Do you require POs?



Ms
Current Name
Street Name. 1
70000 City Name
Tel: 0000 5555555
E-Mail: emailname@.com

Street Name. 1
70000 City Name

Purchase Order

P.O. Number 0011100
Please include this number on all invoices and shipping documents

Num.	Qty	Unit ID	Description	Unit Price	Amount
1	1	102-34-555	Switch 240v 100a	\$ 273,11	\$ 273,11
1	33	253-37-534	Category 7 Cable	\$ 2,52	\$ 83,16
1	1	624-14-325	Wireless Access Point	\$ 20,00	\$ 20,00
Purchase Order Total					\$ 376,27

P.O. Date
January 17, 2018

Expected Ship Date
January 31, 2018

Vendor Number
0001

sumup.com

EMPOWERING THE ORGANIZATION

■ **Library**

- Comply with ORC 5705.41
- Education
- Workflow approvals
- Accountability
- Access to information
- Follow up



POLLING

Does your workflow include electronic approval?



EMPOWERING THE ORGANIZATION

■ **School District**

- ORC rules and procedures
- Flowchart WHOLE Purchasing process
- Start the Requisition process at the beginning of school year
- Review before processing to a PO
- Review invoices
- Review budgets quarterly



QUIZ

QUIZ TIME!

QUIZ #1



All local governments are subject to ORC 5705.41

QUIZ #2



Workflow approvals are mandatory

QUIZ #3



Decentralized payment requests must be entered by the end user

QUIZ #4

What Accounting System are you utilizing?

(this is not an endorsement)



QUIZ #5

Did this presentation bring to mind a new concept you can implement?



TAKEAWAYS

Our Goal was to provide you with some key takeaways

- Policies & Procedures
- Training
- Lessons learned
- This presentation is available on the app

DID WE MISS ANYTHING?



THANK YOU

■ Contact Information

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