

MEMORANDUM

TO: All Department and Agency Heads

June 12, 2013

FROM: Fran Reiter

SUBJECT: Supervisory Approval Process for Agency Executive Staff

With the establishment of the Business Services Center (BSC) within the Office of General Services (OGS), we are standardizing many of the State's administrative processes. The protocols below related to Procurement Cards, Travel, and Time and Attendance are to be adopted effective immediately.

Procurement Cards

Procurement cards are issued by agencies to enable staff to make small dollar purchases in an expeditious and cost-effective manner. As a best practice, cards are issued to the staff actually responsible for the procurement process. Accordingly, procurement cards should not be issued to Executive Department Agency Heads, as the procurement process should be executed by their staff. I have requested that OGS, as the statewide procurement card administrator, identify any cards issued to Executive Department Agency Heads and facilitate the immediate closing of such accounts.

Travel

Deputy Secretary pre-approval is required for out-of-state travel by Executive Department Agency Heads. Deputy Secretary approval is also required to authorize reimbursement for that out-of-state travel. Expense reports for Executive Department Agency Head travel are to include the signatures of both the Agency Head and the Deputy Secretary.

Time and Attendance

Many Executive Department Agency Heads are not Time-and-Attendance eligible. Those who are, as well as Acting Agency Heads, must maintain records of attendance and leave accruals via the Time and Attendance system in place at their respective agencies. Deputy Secretary approval is required on such time records.

Thank you for your cooperation.

cc: Larry Schwartz
Howard Glaser
RoAnn Destito