Business Procedure Changes
Fiscal Year 2011

The following is a summary of ***significant*** changes that were made to KCTCS' Business Procedures (BP) during Fiscal Year 2011 and one change (mileage rates) which will occur in January 2012. *KCTCS changes are reflected in BP documentation located on thePoint at* thepoint.kctcs.edu. *Although BCTC adopted most of the significant changes, there are some policy and procedure differences which are noted, below.*

BP 2.9	**Property Inventory Control**
BP 3.2	**Check Requests**
BP 4.2	**Procurement Card**
BP 4.3	**Requisitioning**
BP 8.1	**Travel**
BCTC	**Items Requiring System Office Approval and Lead Time**

BP 2.9 Property Inventory Control

KCTCS Change: Computers and computer-related equipment, such as iPads, netbooks, laptops and kindles costing more than $200 and less than $500 will now be tracked in PeopleSoft for the purpose of ensuring proper data security / cleansing of such equipment.

BCTC Change: All computers and computer-related equipment, such as iPads, netbooks, laptops and kindles, must be purchased through BCTC Information Technology (IT). *Computers and computer-related equipment should no longer be purchased on ProCards. Contact Laura Parrish at (859)246-4602 or laura.parrish@kctcs.edu to purchase such items.*

For inventory control purposes, the following information must be provided to Laura Parrish (for James Poole, in Facilities Management): the location of the equipment, the serial number and the name of the employee that received the equipment.

Each of these items must be tagged with a Property of KCTCS tag which James will provide upon receiving notification of receipt of the item.

If the equipment is later transferred to another employee, BCTC IT must be notified. BCTC IT will then notify James of the move and he will update the information in PeopleSoft.

BP 3.2	**Check Requests**

KCTCS Change: Check requests no longer have a maximum limit. In the past, check requests had a maximum limit of $3,000.

BCTC Change: Same as above.

BP 4.2	**Procurement Card**

KCTCS Change: Maximum limit per transaction is now $5,000. In the past, the maximum limit was $3,000 per transaction.

BCTC Change: BCTC's maximum limit is still $3,000 per transaction. Consideration is being given to adopting the KCTCS change in fiscal year ended 2013.

BP 4.3	**Requisitioning**

KCTCS Change: For confirming requisitions, prior approval from System Office is required if the requisition amount is greater than $5,000 and the item is:

- a capital equipment item,
- to be placed in KCTCS property management inventory or
- a commodity otherwise restricted by KCTCS Business Procedures, such as printing.

In the past, prior approval was required if the amount was greater than $3,000 and if the item fell into one of the above categories.

BCTC Change: Same as above.

BP 8.1	**Travel**

KCTCS Change: Mileage Rate:

Effective January 1, 2012, reimbursement for authorized use of a privately-owned vehicle shall be made at the rate of forty-seven cents per mile ($0.47).

In the past, the mileage rate was forty-five cents per mile ($0.45).

BCTC Change: Same as above.

BCTC	Items Requiring System Office Approval and Lead Time

KCTCS Change: KCTCS has indicated that, for items which need KCTCS / System Office approval, BCTC should provide the request and all supporting documentation 5 days in advance of when approval is needed.

In order to accommodate this request, BCTC's Business Office will also need 5 days in order to review the documentation and obtain additional documentation and/or information from the requestor.

BCTC Change: BCTC will need all supporting documentation from the requestor 10 days in advance of when KCTCS / System Office approval is needed.

Examples of items for which KCTCS / System Office approval is needed include:

- All dinner meals,
- Any meal that exceeds the per diem limit,
- Employee accommodations charged on a pro-card,
  - Generally, employees should pay for accommodations and request reimbursement via a travel voucher. However, if unusual circumstances require use of a pro-card for employee accommodations, then system office approval is required.
- Accommodations for student events,
- Direct bill requests (such as for meeting rooms and group/student accommodations),
- Meals or refreshments for student events costing > $2,500,
- On campus college hosted conference or general community meeting > $2,500,
- Employee reimbursements > $500,
- Confirming requisitions > $5,000,
- All contracts, including catering, require KCTCS Purchasing approval. Contracts may only be signed by BCTC President or CFO.
- Any request for an exception to a KCTCS Business Procedure

NOTES

BCTC Protocols include:

- All questions related to supporting documentation and/or processes and procedures should be resolved within BCTC Purchasing and Accounts Payable prior to BCTC requesting approval from System Office.

- BCTC's Purchasing and Accounts Payable office will request approval from System Office when such approval is required.