

Information Memorandum Transmittal Vocational Rehabilitation



Judy Barker, Business Operations Manager

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Number: VR-IM 19-04

Issue date: 2/14/2019

Topic: Other

Due date: 2/14/2019

Subject: SPOTS Purchase for Client Services

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Vocational Rehabilitation |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

SPOTS Purchase for Client Services

VR Executive team has made the decision to set the following limits on the purchase of items for clients with a SPOTS card. Individual items up to \$2,500 may be purchased on a SPOTS card by HSA2's in the office. All items require an AFP to be issued to US Bank with a description of the purchase in the body of the AFP prior to the purchase being made. Please refer to the Business Manual if you have questions.

Items in excess of \$2,500 and up to \$5,000 must be purchased by a Business Integrity Coordinator with all of the appropriate documentation in place (i.e. AFP) prior to the purchase being made.

Items above \$5,000 must be done through an AFP or Purchase Order as DHS has set the limit for client purchase at no more than \$5,000.

As with all client purchases the preferred method is AFP however, VR Executive Team is aware there are vendors who will not accept AFP's. When the purchase is made on a SPOTS card it is imperative that the AFP be issued to US Bank first and that the body of the AFP provides sufficient detail about the purchase.

Future audits will be looking at descriptions within the AFP for clarity and to ensure that the purchase is following policy.

If you have any questions about this information, contact:

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