

Information Memorandum Transmittal

Select originating program



Judy Barker, Business Operations Manager

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Number: VR-IM 19-05

Issue date: 02-14-2019

Topic: Other

Due date: 02-14-2019

Subject: All SPOTS Purchase Instructions

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 | |

SPOTS card purchases (2/19)

There are times when a purchase needs to be made for a participant and the vendor will not accept an AFP but will accept a credit card.

- The SPOTS cardholder is responsible for making appropriate purchases as outlined in the SPOTS policy
- Cardholders must not hesitate to refuse to make purchases that are outside the SPOTS policy.

SPOTS policies can be found here:

<http://www.dhs.state.or.us/policy/admin/fslist.htm>

SPOTS card purchases are routinely audited, and documentation is required to prove and justify our purchases. A live Excel SPOTS log (DHS 115A) needs to be kept and updated after every purchase so you always know your available funds. A current live log must be available to a reviewer at any given time. Contact the VR SPOTS Coordinator if you need the most current Excel log.

SPOTS Credit Card Purchases for Clients Before Cardholder makes the purchase

- VRC is to issue AFP to US Bank for the Credit Card purchase
- If VRC is unavailable to issue AFP, required documentation (detailed planned service page, plan revision, case note or email) is given to cardholder and included in spots records. **AFP is to be issued by someone other than the cardholder prior to purchase.**
- A complete copy of required documentation (ie: Paid AFP, signed/VRC Approved invoice and VRC's request, Medical record request letter) must be in both the client file and with cardholder's SPOTS records.
- **VR Counselors are responsible to ensure the service is included in the IPE.**
- Ensure you have the funds available on your SPOTS card
- The cardholder is responsible to get the invoice or receipt from the vendor after the purchase is made. The invoice/receipt is then stamped date received and "VRC Verification" and signed by the counselor. The AFP is then paid (by anyone) and put into the client file with a copy given to the cardholder.
- Note: If the VRC issues the AFP, with all required information in the description, that is considered "in writing" and nothing else is required.

AFP Requirements

AFP is required to be issued prior to the purchase to US Bank as a Credit Card payment using the correct Service Category and Sub category (as written in the IPE) by **someone other than the cardholder**. Include in the description the following information:

- **Vendor name** – where did we buy it?
- **Date of Service** – date purchased or approximate date range of the service to be provided
- **Detailed Item description** – what are we paying for exactly?

Because the AFP is issued prior to purchase, the amount of the purchase may exceed the amount of the AFP because of unanticipated costs (shipping, postage, etc.). When this occurs, the payment can be \$100 or 20% over, whichever is less. AFPs can be paid for less than authorized.

EXAMPLE: The SPOTS cardholder is asked to make a client purchase for a VRC. The AFP to US Bank with all information in the body of the AFP must be issued by someone other than the SPOTS cardholder. If the VRC issues the AFP that is considered the written approval. If another staff person issues the AFP the written approval such as case note needs to be attached to the AFP.

SPOTS Credit Card purchases for Office

- **Standard Office supplies:** We are required to use contracted vendors to purchase what is considered standard office supplies. **(See Office Purchasing)** Cardholder makes the purchase. When delivery is received Manager reviews and signs the invoice to verify receipt and appropriate purchasing. Cardholder keeps all documentation with their SPOTS records as required by retention policy.

- **Nonstandard Office purchases:** Must be requested in writing by the manager prior to services or items being ordered. This includes staff training, furniture of any type, nonstandard individual staff requests, etc.

The SPOTS Cardholder is the only person allowed to make the purchase of goods or services from the vendor.

- In store purchase: an itemized receipt for each purchase is required
- Over the phone: prior to making this purchase, make sure an itemized receipt or statement will be available and ask for confirmation to be sent to you by the vendor.
- Online purchases: SPOTS cardholder training outlines the requirement of assurance that the URL is secure.
- Office Invoices are to be reviewed and signed by the branch manager to show that services have been received. If the manager is not present on the premises, an email with the invoice description and approval is acceptable.

Business Coordinator may request more documentation as needed

If you have any questions about this information, contact:

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