



STATE PARKS & HISTORIC SITES

MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

Administrative Procedure # A - P - 5

Subject: To provide process for purchasing food that is to be used for programs and resale

Effective Date: July 1, 2014

Revision Date: July 31, 2014

Procedure Statement:

Staff must send an official request to be approved by the Parks Division Director before a food purchase can be made. Effective 10-25-2010: the Parks Division Director has delegated approving authority to the Parks Region Managers (see below under Authority). Therefore, Staff must send the official request to be approved by the Parks Region Manager, not the Parks Division Director.

Once approved, Park Staff may purchase the food by using the State of Georgia Visa Purchasing Card or the site Petty Cash Checking Account.

Site Staff CANNOT use programming fees as a way to purchase food.

Definitions:

Not applicable.

Procedure to purchase food for programs:

1. Site should email the request to the direct supervisor of the Site Manager, which is either the Region Manager or the Assistant Region Manager. The request should include the specific program, date, all food items needed and the approximate number of participants.
2. The Region Manager/Assistant Region Manager will review and approve/deny the request and respond to the site accordingly.
3. Once approved, site staff are authorized to make the purchase using the purchase card. The petty cash checking account should only be used as a last resort if the vendor will not accept a credit card.
4. Attach a copy of the Region Manager/Assistant Region Manager email authorization to the purchase card receipt and statement or the petty cash receipt and reimbursement.

Sample Request E-mail

>>> Park Employee 3/16/2008 11:21 am >>>

Panola Mountain State Park is requesting approval to purchase 10 bags of marshmallows for a campfire program. Program will be held on July 31, 2008. Program will involve storytelling and a wildlife interpretive presentation to approximately 30 park visitors. Thank you for your consideration of this request.

>>> Regional Manager 3/16/2008 4:02 PM >>>

Yes, this would be an approved expense for programming cost and you may purchase the food for this campfire program. Provide a copy of this E-mail with your purchase card receipt and statement or when you send in your petty cash reimbursement.

Procedure to purchase food for resale with the purchase card:

1. Site Manager should submit a one-time request to the Region Manager to provide authorization to specific purchase card holder to be able to purchase food resale purchases with their purchase card.
2. The Region Manager/Assistant Region Manager will review and approve/deny the request. If approved, the Region Manager will provide a memorandum authorizing the card holder to make food resale purchases with their purchase card. Once obtained, it will not be necessary to obtain additional memorandums of authorization for the specific card holder. The memorandum should be kept on file at the site and used each time food purchases for resale are made with the purchase card.
3. When reconciling purchase cards, the memorandum of authorization from the Region Manager should be uploaded with each receipt for resale food purchases. In the comment section, state "food purchases are for resale, see attached memo".

Note: Alcoholic beverages for resale cannot be purchased with the purchase card. Sites should utilize the voucher or operating account to make payment.

Sample Memorandum:

July 31, 2014

MEMORANDUM

TO: Park Manager John Doe
FROM: Region Manager Jane Doe
SUBJECT: Purchase Card Holder John Smith

Effective immediately, purchase card holder John Smith is authorized to use their purchase card to purchase food for resale for XYZ State Park providing Mr. Smith follow all purchasing rules and policies.

Authority:

Delegation of Authority from the Parks Division Director to the Region Managers as Approving Authority:

Email 10-25-2010 2:43 p.m.

As we discussed, Todd has designated me as the new approving authority for park/historic site program supply purchases, even those including food and beverages. Formerly, we had to get permission for these food and beverage purchases from the DNR Budget Office.

I concur with your recommendation that we extend this approval authority to our Region Managers. From today forward, I will rely on them to review and approve/disapprove all such purchases and on you to determine when any significant request would require your review and approval.

Becky

Attachments:

Not applicable.