

ATTACHMENT H

991 Compensatory Time

Effective Date: 01-01-02

Regular full-time employees are entitled to time-off for an equal amount of overtime on Ozark Foothills RPC business beyond regular office hours. Time required for regular Ozark Foothills RPC meetings will not be compensatory time.

Compensatory time will be recorded on regularly monthly time sheets and shall not be earned or taken without approval from the Associate Director. Unused compensatory time can be accumulated up to, but not exceeding seventy-five (75) hours. Unused compensatory time will not be paid upon separation of employee from Ozark Foothills RPC.

994 Procurement, Inventory and Disposal

Effective Date: 01-01-02

All requests for equipment, supplies or services shall be submitted to the Fiscal Officer with a purchase order approved by the Associate Director. Purchase orders for amounts in excess of \$1,000.00 must be approved by the Executive Director. No purchases shall be made prior to approval of a purchase order.

Prior to submission of the purchase order, staff shall ascertain the cost of each item requested and potential suppliers of such items. When at all possible, for items with an acquisition cost of \$2,500.00 or less, the staff shall obtain competitive prices for such items through existing suppliers utilized by the Ozark Foothills RPC and found to have quality merchandise. For items in excess of \$2,500.00, the staff shall investigate additional suppliers to obtain three (3) written quotes as to the cost, the quality and the dependability of the item involved.

For items in excess of \$25,000.00, the staff shall obtain competitive bids by advertising in a newspaper of general circulation and by mailing bids to at least three (3) suppliers, at least five days before bid opening. The Ozark Foothills RPC shall have the option of disqualifying bids determined not to be the lowest, best, responsible and responsive bid. Upon approval of the Executive Director or the Associate Director, the Fiscal Officer will issue a check for payment.

There shall be maintained a permanent inventory which shall include the following information on equipment owned by the Ozark Foothills RPC:

- a. quantity
- b. description
- c. source of equipment
- d. identification number
- e. owner
- f. date of acquisition
- g. cost

- h. project number
- i. location
- j. use
- k. conditions
- l. life expectancy

Each piece of equipment shall be numbered corresponding with the number assigned the equipment in the inventory.

The Fiscal Officer may, with permission of the Executive Director, dispose of any equipment owned by the Ozark Foothills RPC if:

1. The equipment is found to no longer serve the function for which it was purchased; or
2. The repair cost of the equipment would equal 50 percent of its replacement cost.

If prior approval is required from the federal or state agency whose program purchased the equipment, then the Fiscal Officer shall follow those policies for disposition of property as prescribed by the agency.

996 Financial Management

Effective Date: 01-01-02

The Ozark Foothills RPC will assure that accurate, current and complete disclosure of financial results of financially assisted activities are made in accordance with the financial reporting requirement of grant agreements, general terms and conditions or other financial requirements through or participated in by the Ozark Foothills RPC. Records will be maintained which adequately identify the source and application of funds provided for financially assisted activities. Financial records will contain information pertaining to agreement awards and authorization, obligations, unobligated balances, assets, liabilities, outlays or expenditure and income. Effective control and accountability will be maintained to assure use solely for authorized purposes.

Actual expenditures and outlays will be compared to budgeted amounts for each program administered by, funded through or participated in by the Ozark Foothills RPC. Applicable federal and state cost principles, agency program regulations and grant agreement scopes of work will be followed in determining the reasonableness and allowability of costs. Accounting records will be supported by such source documentation as canceled checks, paid bills, payrolls, time and attendance records, contract and grant agreement award documents. Procedures will be utilized for minimizing the time elapsing between the transfer or disbursement of funds from federal and state treasuries and disbursement by the Ozark Foothills RPC. Signing of checks in advance or drawing checks to cash shall be prohibited, except when replenishing petty cash funds. In this instance the check shall not exceed fifty dollars (\$50.00).