

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 7 Financial Management/Purchasing Payments Policy

Payment Procedures

Effective date

Revised

Number: 7.07-01

July 1, 2005

December 21, 2015

REFERENCES

State Financial Administration RSMo [Chapter 33](#)

State Purchasing and Printing RSMo [Chapter 34](#)

Sales of good or services to state or political subdivisions—promotion—price—
certification of nonavailability required for state purchases, when
[RSMo Chapter 217 Section 575](#)

Preapproval of Claims and Accounts [1 CSR 10-3.010](#)

State of Missouri Travel Regulations [1 CSR 10-11.010](#)

State of Missouri Tuition Reimbursement Policy [SP-1](#)

State of Missouri Reimbursement of Licenses, Certificates and Other Organizational
Dues Policy [SP-2](#)

State of Missouri Wireless Telephone Equipment and Services Usage [SP-3](#)

State of Missouri Agency Provided Food Policy [SP-5](#)

Related DNR policies and procedures

Training and Education Policy 5.07

Education Reimbursement Procedures 5.07-02

Reimbursement of Professional Dues and Organizational Memberships 5.08

Out of State Travel Policy 6.02

Out of State Travel Procedures 6.02-01

Travel Policy 6.04

Expense Account Procedures 6.04-01

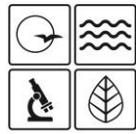
Relocation and Recruitment Expenses Policy 7.03

Purchasing Policy 7.06

Purchasing Procedures 7.06-01

Payment Policy 7.07

Purchasing Card Policy 7.12



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Related DNR resources

- DNR Accounts Payable Disbursements SAM II Training Manual
- DNR Chart of Accounts and Budget Control SAM II Training Manual
- DNR Fixed Assets SAM II Training Manual
- DNR Purchasing SAM II Training Manual
- DNR State Purchasing Card Processing Manual

DEFINITIONS

Accounting distribution: The codes entered on a purchase/payment document to properly charge the transaction to a fund, agency, organization, appropriation, object, function and, when required, a sub-organization, sub-object, activity, job/project and reporting category.

Encumbered Payment: The payment of an amount that has been previously obligated on a purchase order document.

Enterprise Content Management (ECM): The technologies used by organizations to capture, manage, store and control content, including documents and images.

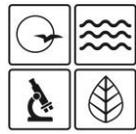
Imprest Fund: An amount of cash held for the payment of minor obligations and reimbursed to its original amount upon the processing of a payment voucher document.

GENERAL PROVISIONS

Payment Review

Review of each payment request must ensure that the following requirements have been satisfied prior to approval for payment. The staff person entering the payment document in SAM II and the reviewer/approver are both responsible for ensuring that these requirements have been met.

- The goods and/or services have been received.
- The correct accounting distribution has been entered on the payment document.



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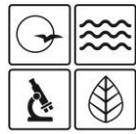
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- All expenditures coded to Agency Provided Food (object 2991) include a list of attendees and a meeting agenda or statement of purpose for the meeting.
- All expenditures from federal funds, and any required matching funds include a reporting category code in the accounting distribution.
- For unencumbered payments, the invoice total does not exceed \$3,000 unless making an interagency payment or making a purchasing card payment.
- If the purchase was encumbered, the original purchase order is referenced on the payment document to ensure that the proper purchasing contract was used, if applicable.
- The invoice date has been entered in SAM II in the VIQ document invoice date field or in the date of record field on a payment voucher document when a VIQ document is not entered.
- Employee travel expense reimbursement requests for mileage and meals are reimbursed at the current rate per mile ordered by the Commissioner of Administration and comply with:
 - State of Missouri Travel Regulations (1 CSR 10-11.010),
 - DNR’s Travel Policy (6.04) and Expense Account Procedures (6.04-01),
 - DNR’s Out of State Travel Policy (6.02) and Procedures (6.02-01).
- Special approvals are required for:
 - Audits – All audit purchases must be approved by the State Auditor’s Office.
 - Automobiles/Fleet – Vehicle purchases are centralized and made by the Department Fleet Manager in the Division of Administrative Support after approval from MDNR management and the Office of Administration, Fleet Manager.
 - Banking and Related Services – All banking and related services purchases must be approved by the State Treasurer’s Office, Director of Banking.
 - Forms – All form purchases must be approved by the OA State Printing Center Customer Service Representative.
 - Insurance – Payments for insurance and surety bond premiums, except health and life policies, will be post audited by the OA Risk Management Unit.



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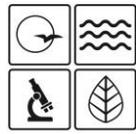
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- Moving/Relocation Expenses – Documentation of division director approval is to be submitted with invoices for direct billed expenses and with Monthly Expense Reports for employee reimbursed expenses.
 - Out of State Travel – Approved Out of State Travel Authorization form is to be submitted with invoices for direct billed expenses and with Monthly Expense Reports for employee reimbursed expenses.
 - Printing – Printing services, unless utilizing Missouri Vocational Enterprises (MVE), require approval by the OA State Printing Center Customer Service Representative.
 - Printing and Copying Equipment – All printing and copying equipment purchases not utilizing the state contract require approval from the OA State Printing Center. Some purchases that do utilize the state contract may also require approval.
 - Supplies/Services Available from MVE – All supplies and services available from MVE must have a waiver in advance of the purchase if MVE is NOT being used for the purchase.
- Prior year claims paid from a current year appropriation are allowed only if the vendor presented the claim within two years and it was appropriately authorized.
 - Claims for late payment penalties must be calculated correctly and processed according to RSMo 34.055.
 - Documentation that out of state purchases are not available from Missouri vendors must be submitted with the request for payment per the following statutes:
 - RSMo 34.070 directs state agencies to give preference to Missouri manufactured products or services and to Missouri businesses or individuals when quality is equal or better and delivered price is the same or less,
 - RSMo 34.363.1 directs state agencies to make a good faith search of Missouri companies that provide Missouri manufactured products or services.
 - All payments must meet the requirements of any other applicable state statutes or policies and state and federal regulations.

In cases where the payment is to reimburse the normal approver for travel or other expenses, or to make payment on the normal approver's purchasing card account, an alternate SAM II approver must apply approval.



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Refer to DNR’s Purchasing Policy (7.06) and Procedures (7.06-01) for additional information regarding payments on encumbered purchases.

Refer to DNR’s SAM II Accounts Payable/Disbursements Training Manual for additional information regarding entry of payment voucher documents in SAM II.

Invoice Requirements

Invoices must meet the following requirements to be eligible for payment.

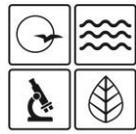
- Each vendor invoice must:
 - Be billed to the agency (department/division/program/facility),
 - Be on the vendor’s original descriptive business invoice form,
 - Be dated and itemize the products/services purchased,
 - Be mathematically accurate,
 - Be tax exempt for Missouri state sales tax and federal excise taxes (pay local taxes),
 - Be dated within the fiscal year that the products or services were received,
 - Use correct contract pricing (if applicable),
 - Note discounts taken (if applicable/documented reason if not taken).

- Vendor name and address on the invoice must agree with the name and address associated with the vendor’s record in SAM II.

- The amount to be paid as shown on the vendor invoice must agree with the amount entered on the SAM II payment document.

- An approved Monthly Expense Report is to be used as the invoice for PVE documents for employee travel-related expense reimbursement and PVQ documents for employee expense reimbursement for education, recruitment or relocation expenses.

- All reimbursement requests from employees for course tuition and/or fees must include evidence of course completion, division approval and proof of payment by the employee. The amount reimbursed must not exceed the guidelines established by the State of Missouri Tuition Reimbursement Policy (SP-1) and must comply with department and division requirements.



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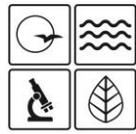
Invoice documentation must sufficiently relate the expenditure to the agency. A periodic statement of account is not an invoice. Unsupported charges or past due balances on a current invoice are not an acceptable form of documentation. In order for past due amounts to be paid on a current invoice, they must be itemized.

Attachment 1 provides instructions for scanning original supporting documentation (vendor invoices, out of state travel forms, etc.) for upload to the department’s Enterprise Content Management (ECM) system by the Division of Administrative Support’s Accounting Program.

Claims Ineligible for Payment

The following is a listing of claims that are ineligible for payment:

- Any claim not directly related to the transaction of state business.
- Claims for payment before the goods or services have been received.
 - Exception: 1 CSR 10-3.010 allows advance payment for those types of items or services for which payment in advance is the normal business practice such as magazine subscriptions, conference registrations or postage. Advance payment is also allowed when the vendor requires prepayment as a condition of the sale and for advance payments to a grantee/sub-grantee when provided for in the Financial Assistance Agreement. The invoice must clearly state the prepayment requirement.
- Expenditures for employee parties.
- Purchase of employee gifts or receptions.
 - Exception: 1 CSR 10-3.010 allows for retirement, service and other recognition award gifts that represent a token of recognition and not a reward with a cash equivalent or substantial monetary value. Expenses for recognition receptions should be at a nominal price per person attending and reasonable in relation to the circumstances of the award as stipulated in the State of Missouri Agency Provided Food Policy.
- Purchase of department team uniforms.



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- Expenditures for holiday cards and decorations.
 - Exception: 1 CSR 10-3.010 allows for holiday decorations for commonly accessed public areas such as reception and waiting rooms.
- Expenditures for personal club memberships.
- Expenditures for memorial flowers.
- Political and charitable contributions.
- Expenditures for traffic tickets.
- Repair of damages to, or replacement of loss of, employee’s personally owned property.
- Payments to employees or others for goods or services if it is evident that they are not generally engaged in the business practice of selling such goods or services (e.g. an employee or employee family member/friend/relative/neighbor rents or sells personally owned property to a state agency).
- Claims for late payment penalties that are not billed separately.
- Claims to establish imprest funds that are not authorized by law or to increase established funds over the maximum amount allowed by law.
- Claims to reimburse imprest funds for expenditures that are not incidental in nature, travel expenditures, registration fees or purchases that circumvent state purchasing procedures.
- Claims for services to be provided in the next fiscal year cannot be charged to current year appropriation(s).
 - Exception: 1 CSR 10-3.010 allows for subscriptions, membership dues, post office box rental, maintenance agreements and premium payments for insurance coverage that may overlap into the next fiscal year. Service contracts offering a cost savings discount that requires immediate payment, registration fees when time is insufficient to process the payment in the next fiscal year, and other service fees normally paid in advance per business practice are allowable.