

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.01 PAGE NO. 1 of 11
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: OCTOBER 1, 2008
Title: PURCHASING POLICY AND PROCEDURES	LAST REVISION DATE: SEPTEMBER 27, 2013

**Purpose:** The Purchasing Division will serve as the central procurement office of the Town, and will have the right to determine which method of procurement provides the best value for the Town, adopt operational procedures consistent with sound business practices and state law, governing the procurement and management of all materials, services, and construction to be procured by this Town, and to manage disposal of materials no longer needed by the Town.

The purpose of the Purchasing Policy is to provide the Town with the requisite parameters for purchasing goods and services under applicable state statutes. More specifically, the purposes are:

- to simplify and clarify the laws governing purchasing by the Town
- to permit the continued development of purchasing policies and practices
- to provide consistency in the purchasing practices of the Town with regard to pertinent purchasing laws
- to increase public confidence in public purchasing
- to ensure the fair and equitable treatment of all persons who participate in the purchasing process
- to provide increased economy and efficiency in purchasing activities by avoiding unnecessary, unwarranted, and duplicative purchases
- to foster free and open competition
- to provide safeguards for the maintenance of a purchasing system of quality and integrity
- to ensure that full accounting is available and given for all purchases.

## **I. Organizational Responsibilities**

### **A. Town Council**

The Town Council shall be responsible for:

1. considering all purchases exceeding \$50,000, or the amount set for competitive bidding pursuant to current state law;
2. considering all written contracts and agreements exceeding \$25,000;
3. considering all change orders exceeding \$25,000, provided the change order does not increase the original contract price by more than 25%, or decrease the original contract price by more than 25% without the consent of the contractor;
4. adopting rules for electronic receipt of bids or proposals (Resolution No. 13-52); and
5. approving the alternative bidding method to be used for the construction of a facility, as described by Chapter 2269, Government Code, after determining it to be a better value than competitive bidding.

### **B. Town Manager**

The Town Manager shall be responsible for:

1. approving and executing change orders up to \$25,000, provided the change order does not increase the original contract price by more than 25%, or decrease the original contract price by more than 25% without the consent of the contractor (Ordinance No. 13-53);
2. approving and executing all contracts and agreements up to \$25,000 (Ordinance No. 13-53);

3. approving and executing interlocal agreements entered into pursuant to Chapter 791 of the Texas Government Code, up to \$25,000, including purchasing agreements and agreements with other governmental entities relative to authorized governmental functions and services, as defined in Section 791.003(3) of the Texas Government Code (Ordinance No. 13-53); and
4. approving requisitions over \$10,000.

#### **C. Town Department Heads**

Town Department Heads, or an authorized designee, shall have authority to approve requisitions up to \$10,000, and be responsible for:

1. complying with existing purchasing policies and procedures;
2. reviewing and approving proposed purchasing actions to avoid unnecessary or duplicative purchases;
3. ensuring that the item to be purchased has monies available in the budget;
4. determining whether a contract exists for the item to be purchased;
5. verifying that the items received are sufficient and in good condition, and authorizing payment of the invoice; and
6. ensuring that all paperwork is forwarded to the purchasing and finance offices for recordation and payment.

#### **D. Purchasing Agent**

The Purchasing Agent shall be responsible for:

1. developing and administering the Town's purchasing policy and procedures;
2. managing the Town's purchasing program to include compliance with all statutory and internal policies;
3. developing and maintaining a purchasing procedures manual;
4. determining the best method of procurement (excluding alternative construction methods) (Resolution No. 13-51);
5. processing purchasing requests;
6. executing and issuing purchase orders;
7. identifying, soliciting, and evaluating competitive offerings to select vendors or contractors;
8. monitoring the terms and conditions of purchases;
9. ensuring complete and accurate documentation of all purchases;
10. administering contracts and agreements for goods and services;
11. administering the requisition/purchase order module of the financial system;
12. administering the electronic procurement (e-procurement) system;
13. administering the Town's procurement card program;
14. disposing of surplus and obsolete property; and
15. maintaining all purchasing files and records.

## **II. Ethics**

#### **A. Standard of Conduct**

Each officer, employee, or agent acting under the authority of this Section shall at all times adhere to and comply with the Town's Code of Ethics, set forth in Article 1.10 of Chapter 1 of the Town's Code of Ordinances, and Chapter 171 of the Texas Local Government Code.

No officer, employee, or agent of the Town shall participate in the negotiation, selection, discussion, award or administration of a contract or procurement supported by public funds if: 1) that individual has a substantial interest in a person or entity, as defined by Chapter 1, Article 1.10 of the Town's Code of Ordinances and/or Chapter 171 of the

Texas Local Government Code, that is the subject of the contract or procurement; or 2) a conflict of interest exists. An officer, employee or agent of the Town shall at all times avoid the appearance of impropriety.

A conflict arises when a Town employee, officer or agent, or any relative thereof, a partner or a person or an organization that employs or may employ in the near future any of these individuals, has a financial or other interest in any entity that may be considered for the award.

#### **B. Course of Conduct in the Event of a Conflict or Substantial Interest**

In the event of a conflict of interest or substantial interest, as set forth in subpart A, the affected officer, employee or agent must adhere to the following procedures:

1. sign a declaration of possible conflict of interest or affidavit of a substantial interest;
2. if applicable, abstain from any participation in any procurement action:
  - a. where the officer, employee or agent directly represents an organization or may receive an economic benefit;
  - b. where the officer, employee or agent is in direct competition with a proposal or bid which would provide a direct financial benefit; or
  - c. as required by Chapter 171 of the Texas Local Government Code and the Town's Code of Ethics.
3. abstain from participating in the procurement process, which includes, but is not limited to, discussions, lobbying, rating, scoring, recommending, explaining or assisting in the design or approval of the procurement process or the award of the contract:
  - a. on contracts with the organization he/she represents or from which he/she receives an economic benefit;
  - b. on contracts with organizations in which a relative might realize an economic benefit; or
  - c. as required by Chapter 171 of the Texas Local Government Code and the Town's Code of Ethics.

#### **C. Violations and Remedies**

Violations of policy may constitute misconduct, subjecting the violator to any and all penalties prescribed by state law, the Town's Code of Ethics, and/or the Town's Charter.

Penalties, sanctions or other disciplinary actions, to the extent permitted by state or local law, rules or regulations, shall be imposed for violations of the code of conduct/conflict of interest standards, by Town officer, employees or agents or by persons, contractors or their agents, when the procurement involves state or federal programs and/or funds.

Appropriate sanctions, penalties or disciplinary actions shall be applied for violations. Violations of state or federal law shall be referred to the proper authority having jurisdiction over same.

### III. Requisition Requirements

Requisitions are required for all procurements in excess of \$3000, unless otherwise exempt as indicated in the Exemptions section below. Requisitions may be submitted for purchases less than \$3,000, but are not required. Requisitions shall be submitted to the Purchasing Office for processing after obtaining all appropriate approval signatures, and with all supporting documentation attached.

#### A. Exemptions

Items that do not have to be submitted on a requisition and can be paid with a procurement card, by completing a check request, or approved for payment in the manner prescribed by the Accounting Division are:

- catered event fees
- election fees
- insurance premiums
- membership or professional association dues and fees
- periodicals
- postage
- registration fees
- regulatory fees
- subscriptions
- travel expenses
- tuition
- utilities
- other fees as approved by the Purchasing Agent.

#### B. Emergency Requisition

##### 1. Conditions

In order to qualify as an emergency purchase, one of the following conditions must exist, as identified in Section 252.022 of the Texas Local Government Code, as amended:

- a. a purchase necessary because of a public calamity that requires the purchase of goods or services to relieve the necessity of the municipality's residents, or to preserve the property of the municipality;
- b. a purchase necessary to preserve or protect the public health or safety of the municipality's residents; or
- c. a purchase necessary because of unforeseen damage to public machinery, equipment, or other property.

##### 2. Process

If a condition qualifies as an emergency purchase, the emergency requisition process shall be followed, as outlined in the Purchasing Procedures Manual (Exhibit A).

### C. Requisition Processing

Upon receipt of a requisition, the Purchasing Office shall process the requisition and procure goods and services utilizing the best method of procurement, to include the following:

- check the requisition for completeness;
- comply with State of Texas Historically Underutilized Business (HUB) law, as identified in Section 252.0215 of the Texas Local Government Code, as amended, and with internal policies and procedures;
- verify contract provisions, if purchasing goods or services from an existing contract;
- verify signature authorization;
- verify that sufficient funds are available to purchase goods or services; and
- prepare and issue a purchase order.

## IV. Purchasing Thresholds

### A. Purchases \$3,000 and under

Competitive quotes are not required for purchases \$3,000 or under, but may be obtained for any purchase. Procurement cards should be utilized for these purchases when possible.

### B. Purchases Over \$3,000 and up to \$50,000

Competitive written quotes will be solicited by the department, from an adequate number of vendors to ensure competition, including at least two Historically Underutilized Businesses (HUBs), if available, as required in Section 252.0215 of the Texas Local Government Code, as amended. HUBs should be contacted on a rotating basis, based on information provided by the comptroller. If the list fails to identify a HUB in the county, the Town is exempt from this requirement. All purchases within this dollar threshold will be processed through the Purchasing Office, except for exempt purchases as defined in Section III. A.

### C. Purchases Over \$50,000

Unless otherwise specified by law, all purchases in excess of \$50,000 shall be awarded by competitive bidding or reverse auction procedures, pursuant to current state law. All competitive bids and reverse auctions will be issued by the Purchasing Office.

Change Orders shall not exceed 25% of the original contract amount, or decrease the original contract price by more than 25% without the consent of the contractor, except for exempt purchases as defined in Section III. A.

The Town may not split purchases to circumvent the competitive requirements or the \$50,000 limit. Split purchases are defined as follows:

1. Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
2. Separate Purchases: Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.
3. Sequential Purchases: Purchases made over a period, of items that in normal purchasing practices would be purchased in one purchase

## V. Methods of Procurement

### A. Methods of Procurement

The Purchasing Agent will determine the best methods of procurement (excluding alternative construction methods), based on the purchasing threshold as identified in Section IV, and the nature of goods or services required. The methods of procurement utilized by the Town include, but are not limited to the following:

- Competitive Sealed Bids (CSB)
- Competitive Sealed Proposals (CSP)
- Request for Proposals (RFP)
- Request for Statements of Qualifications (SOQ)
- Request for Quotes (RFQ)

### B. Exemptions

Exemptions from the methods of procurement listed in Section III. A, as identified in Section 252.022 of the Texas Local Government Code as amended, include but are not limited to the types of purchases listed below.

1. Emergency Purchases: An emergency purchase that qualifies under one of the conditions defined in Section III. B 1.
2. Personal Services: Services involving the personal, intellectual or manual labor of an individual; a service performed personally by a particular individual for the benefit of another.
3. Professional Services: Services performed within the scope of practice (or provided in connection with the employment of a licensed person in the areas of practice) of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising or professional nursing. Methods for procuring these services are set forth in the Texas Government Code, Chapter 2254, also known as the Professional Services Procurement Act.
4. Planning Services: Services primarily intended to guide governmental policy to ensure the orderly and coordinated development of land uses.
5. Consulting Services: Service of studying or advising the Town under a non-employee/employer type contract.
6. Sole Source Purchases: The item is available from only a single source because of patents, copyrights, secret processes or natural monopolies; films, manuscripts, or rare books; electricity, gas, water and other utility services; captive replacement parts or components for equipment.
7. Cooperative Purchases: Supplies, equipment or services purchased through an approved cooperative purchasing program which meets all applicable laws and regulations.
8. Personal Property: Property sold a) at an auction by a state licensed auctioneer; b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; c) by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or d) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391, Local Government Code.
9. Retail Sale: Goods purchased for subsequent retail sale by the Town.
10. Advertising: Advertisements, other than legal notices.

### C. Professional Services

Although Professional Services are exempt from competitive bid laws, the Town will utilize the SOQ process for the selection of firms as follows:

1. Architectural, Engineering, or Land Surveying Services: The Town will utilize the SOQ process for the selection of the most highly qualified firms providing Architectural, Engineering, or Land Surveying services, for any dollar amount.
2. All Other Professional Services: The Town will utilize the SOQ process for the selection of firms, on the basis of demonstrated competence and qualifications to perform the services; and for a fair and reasonable price, for professional services other than those identified above, if the expenditure for services is anticipated to be in excess of \$25,000.

## VI. Procurement Card Program

The procurement card (p-card) program is a payment mechanism designed to reduce the administrative costs associated with processing small purchases under \$3,000. The p-card program is not intended to avoid or bypass appropriate purchasing or payment procedures. The intent of the p-card program is to complement the existing purchasing processes available.

### A. Obtaining Procurement Cards

The Procurement Card Application Form is available from the Purchasing Office. Upon Department Head signature of approval, the completed application form should be submitted to the Program Administrator (Purchasing Agent or designee). P-cards will not be issued to cardholders until each cardholder:

1. has received the appropriate level of training from the Program Administrator;
2. has received program hand-outs; and
3. has signed the Cardholder Agreement confirming receipt of p-card, understanding of agreement, and acknowledgment that improper use of the p-card may result in disciplinary action, up to and including termination of employment.

### B. Cardholder Limits and Commodity Restrictions

Monthly dollar limits and commodity restrictions will be assigned to all Town p-cards. The monthly billing cycle runs from the 6th of the month, to the 5th of the following month. If the 5th falls on a weekend, the billing cycle will be extended until midnight on the first business day following the 5th.

Some restrictions will apply to the entire program, such as cash advances, alcohol, cigar/tobacco products, and casinos/gambling facilities, while others are determined based upon the cardholder's job position and responsibilities. If a purchase is declined due to Merchant Category Code (MCC) exclusion, and you have reason to believe that the MCC is valid, contact the Program Administrator to discuss.

The Program Administrator will assign one of the authorization levels listed below to each p-card. Variations must be approved in advance by the Town Manager. This is not meant to be an all-inclusive list, and the Town reserves the right to impose other limitations and restrictions.

1. Executive: \$5,000
2. Supervisory or Administrative Support: \$3,000
3. General: \$1,000 (additional exclusions may apply, including any travel related expenses)

## C. Duties and Responsibilities

### 1. Program Administrator

The Purchasing Agent will serve as the Program Administrator for the Town's p-card program. The responsibilities of the Program Administrator include:

- a. serving as the official Town liaison with the credit card processing company;
- b. determining appropriate MCC exclusions to minimize risk to the Town;
- c. maintaining online p-card system, to include cardholder database, department assignments, hierarchy levels, and accounting codes;
- d. processing p-card applications;
- e. issuing p-cards and related program information;
- f. maintaining inventory of p-cards and authorization level assignments;
- g. providing training to all cardholders;
- h. securing revoked/cancelled p-cards;
- i. handling disputed charges/discrepancies not successfully resolved between cardholder and merchant;
- j. assisting departments with merchant declines and emergency transactions;
- k. handling re-issuance of expired cards;
- l. handling replacement of p-cards after notification of lost/stolen/fraudulent activity; and
- m. handling any and all issues related to the p-card program not specifically mentioned.

### 2. Cardholder Responsibilities

P-cards will be assigned to individual cardholders, and should not be shared. Although the cardholder's name is printed on the card, the card is issued to the Town of Prosper and will have no impact on the cardholder's personal credit. However, Town funds are committed each time the p-card is used, and each individual cardholder is responsible for all charges made to their p-card. Therefore, by participating in the p-card program, all cardholders are responsible for the following:

- a. not allowing other individuals to use their p-card;
- b. determining if the transaction is an acceptable use of the p-card, and if the total expenditure, including delivery or freight charges, is within the cardholder's spending limit;
- c. ensuring p-card is utilized for legitimate Town business only;
- d. ensuring transactions are not split to avoid the \$3,000 threshold that requires a requisition to be submitted to the Purchasing Office;
- e. ensuring that the Town is not charged sales tax - inform the merchant of tax exempt status **prior** to placing the order;
- f. ensuring that transactions are not processed through PayPal;
- g. obtaining an itemized invoice or receipt for every p-card transaction - the credit card charge slip is not considered adequate documentation;
- h. for business meals, include the purpose of the business meal, and the names of those in attendance on the receipt;
- i. completing transaction review and coding transactions in the online p-card system after the end of each billing cycle;
- j. submitting Expense Report, with detailed receipts attached, to the assigned supervisor for review, reconciliation, approval, and submission to the Accounting Division by the 15th of each month;
- k. maintaining p-card in a safe and secure location at all times;

- l. attempting to resolve disputes or billing errors directly with the merchant;
- m. notifying the Program Administrator of any disputes that cannot be resolved with the merchant, and following JPMorgan Chase's dispute process;
- n. immediately informing the bank, at the phone number indicated on the p-card, your Department Head, and the Program Administrator of lost or stolen p-cards, or of fraudulent charges; and
- o. surrendering p-card to the Program Administrator upon separation from the Town, or on demand at any time.

#### **D. Missing Receipts**

It is the responsibility of the cardholder to obtain an itemized receipt/invoice for each transaction. If a receipt/invoice is missing, the cardholder will make every effort to obtain a duplicate receipt/invoice from the merchant. However, if obtaining a duplicate receipt is not possible, a Missing Receipt Form will be completed and attached to the Expense Report, and approved by the supervisor. Contact the Program Manager to obtain the form. Habitual use of the Missing Receipt Form may be grounds to revoke p-card privileges.

#### **E. Returns, Credits, and Disputed Charges**

Should a problem arise with a purchased item, or with billing, every attempt should be made by the cardholder to resolve the issue directly with the merchant. Review of future statements is vital to ensure that the account is properly credited for returns, credits, and disputed charges. It is the cardholder's responsibility to ensure credits are processed in a timely manner.

If you are unable to resolve the issue directly with the merchant, please notify the Program Administrator, and follow the credit card processing company's dispute resolution process. The Program Administrator is available to assist with this process.

During the investigation, a credit will be issued to the cardholder's account for the amount in question. Upon completion of the investigation, the cardholder will be notified of resolution. If the dispute is not settled in the cardholder's favor, the account will be charged for the disputed transaction amount.

Failure to take immediate and appropriate action could result in a loss to your department's budget, and your p-card privileges may be revoked.

#### **F. Lost, Stolen, or Misplaced Cards**

If your p-card is lost or stolen, immediately contact the credit card processing company at the number below. Representatives are available 24 hours a day, 7 days a week. Also contact the Program Administrator and your Department Head during normal business hours. Prompt action can reduce the Town's liability for fraudulent activity. The credit card processing company will be responsible for all transactions made after the card has been reported lost/stolen. The Town is liable for all charges prior to that time.

**Lost or Stolen Card: (800) 890-0669**

When reporting a lost or stolen card, the cardholder should tell the representative the call is regarding a company procurement card.

## G. Violations and Remedies

Violations to the p-card program may result in disciplinary action, up to and including termination of employment. At a minimum, violations to the p-card program will result in the following remedies:

1. First Offense: Written warning of infraction.
2. Second Offense: P-card privileges suspended for 30 days, and cardholder will surrender p-card to the Program Administrator for the duration of suspension period.
3. Third Offense: P-card privileges suspended permanently. Cardholder will surrender p-card to the Program Administrator.

## VII. Receipt of Goods/Services

### A. Inspection

Upon receipt of goods or services, it is the department's responsibility to ensure that the order is complete as to quality and quantity, and to report any discrepancies to the Purchasing Office or directly to the vendor.

If the shipment is complete and undamaged, the packing slip or delivery ticket should be signed and retained until the invoice for payment is received.

Should the department receive only a partial shipment, or return part of a shipment due to damage or delivery of the wrong items, this must be noted on the packing slip or delivery ticket, and noted on the invoice in order to prevent improper payment.

### B. Damages/Defects

Goods and services should be checked at the time of receipt to detect any damages or defects. This inspection should also include assuring that the material is in compliance with the specifications. When it is apparent that the extent of the damage causes the goods to be of little worth, they should not be accepted.

1. Visible Damage: One of the major reasons for inspection at the time of receipt is to detect any visible damage. It is important that all damage be completely described on the receiving paperwork.
2. Concealed Damage: Any evidence of concealed damage should be documented to support the filing of damage claims against the carrier. The carrier should be notified immediately, and a joint inspection should be scheduled with the carrier's representative.
3. Claims: If the shipment is "F.O.B. destination" the vendor is responsible for assisting with the settlement of the claim and for full replacement of the damaged items. Payment should be withheld until the claims are settled.

### III. Disposal of Salvage/Surplus Property

The Purchasing Agent or designee shall be responsible for the disposal of salvage/surplus personal property. Personal property that has been deemed salvage or surplus may be disposed of by one the following methods, as deemed appropriate by the Purchasing Agent:

- sold at a public auction
- sold by soliciting competitive bids
- sold or donated to a political subdivision of this state, a state agency of this state, or an entity of the federal government
- sold or donated in accordance with any other approved personnel policy
- traded-in on new property of the same type
- destroyed or donated to a civic or charitable organization, if such property has a value of less than \$500

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The Town of Prosper Purchasing Policy and Procedures is hereby approved this 27<sup>th</sup> day of September, 2013.

  
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Harlan Jefferson, Town Manager

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.02 PAGE NO. 1 of 2
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: TRAVEL EXPENSES	LAST REVISION DATE:

It is the Town of Prosper's policy to pay for, or reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on Town-related business in accordance with this policy.

**I. Authorization**

All travel and cash advances must be approved in advance by the employee's Department Director. Any travel out of state must be approved by the Town Manager. The Town will not be liable for any employee travel expenses unless the employee has the prior approval of his or her Department Director.

**II. Transportation**

**A) Air travel.** The Town will pay employees for round trip air coach. Employees may choose to travel first-class, but the Town will pay only for coach class. Employees may not use private airplanes or charters without the express approval of the Town Manager. Cost saving or schedule requirements must be shown.

**B) Personal Vehicles.** With the approval of the department director, Town employees may use their personal vehicles for travel. The Town will pay the current rate per mile as is established by the Internal Revenue Services, or the equivalent of a coach airline fare, whichever results in the lower cost to the Town.

Mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination further than their designated work location or other location and/or facilities. Reimbursement will be made only for the difference in miles from the normal work location to further training location. Actual mileage readings must be submitted for reimbursement.

**C) Vehicle Rental.** The Town will not pay for rented cars without the approval of the employee's Department Director. Cost savings or schedule requirements must be shown.

**D) Taxi.** The Town will reimburse employees' taxi fares for required transportation

**E) Town Vehicles.** Town vehicles may be used according to the discretion of the Department Director. Direct expenses, such as gasoline and oil, associated with the use of such vehicles will be reimbursed.

**F) Parking and Tolls.** Receipts are required for toll and parking fees.

**III. Lodging**

Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the Town. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the Town.

Title: TRAVEL EXPENSES	REFERENCE NO. 9.02
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**IV. Meal Allowance**

The Town shall pay actual necessary transportation and living expenses for an employee or Town official traveling on Town business. Expenses for meals shall either be reimbursed at actual cost as supported by receipt or by per diem allowance. In lieu of itemized receipts for meals, a per diem allowance of \$45 per day is authorized based on \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Even if supported by a receipt, reimbursement shall not exceed \$20 for any one meal. The Town's per diem rate is tied to IRS Publication 1542.

**V. Long Distance Phone Calls**

Reasonable and necessary long distance business phone calls and computer related expenses for Town business reasons will be reimbursed. In addition, the Town will pay the cost of one personal phone call each day.

**VI. Entertainment**

The Town will not reimburse employees for entertainment unless it is specifically related to the purpose of the trip.

**VII. Non-Allowable Expenses**

Expenses for the following will normally not be reimbursed and must be paid for by the employee:

- A) In-hotel pay television and movies;
- B) Dry cleaning and laundry;
- C) Health club and spas;
- D) Expenses of a spouse;
- E) Alcoholic beverages;
- F) Personal long distance telephone calls; and
- G) Other items of a personal nature.

**VIII. Expenses Not Covered in Policy**

The Town Manager's approval must be obtained prior to any expenditure of funds for items or charges that are not specifically addressed in this travel policy.

**IX. Travel Advance, Reimbursement and Travel Expense Reporting**

Employees may request a travel advance in accordance with Administrative Regulations. Upon return to the Town, the employee must complete a Town Expense Report in accordance with Administrative Regulations. All unexpended advance funds must be returned with the report. Authorized expenses in excess of any travel advance funds received will be reimbursed with proper approval.

**X. Compliance**

Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.03 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES	LAST REVISION DATE:

**I. Reimbursement for Training, Seminars, and Conferences**

With Department Director approval, the Town of Prosper will pay for training, seminars, and conferences that are job-related and will improve the performance of the employee. The Town will pay for all direct expenses associated with the training. The Town will pay for travel costs as described in the Town's policy regarding travel expenses.

**II. Required Approval**

All payments for training, seminars, and conference must have prior approval of the Department Director.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.04 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: SOLICITATION	LAST REVISION DATE:

**I. Solicitation in General**

- A) Employees of the Town of Prosper may solicit contributions, sell tickets, or take orders for causes related to immediate family members only. Solicitation will be limited to functions related to school activities, Girl Scouts, Boy Scouts, etc. Employees soliciting charitable contributions for the United Way, either from other Town employees or from the general public, are authorized to solicit such contributions either on or off the Town facilities on duty and in uniform.
- B) Permission must be obtained from the Department Director prior to any solicitation. Unless otherwise directed by the Department Director, solicitation should only occur while both the employee and the employee being solicited are on break or at lunch.
- C) No employee may be required to make any contribution nor may an employee be penalized in any way concerning his or her employment according to his or her response to a solicitation.
- D) The Town Manager may grant exceptions to the prohibitions against solicitation and other activities hereunder in special circumstances. Exceptions may include collections for employees leaving Town employment and employees suffering personal hardships.

**II. Posting of Advertisements, Announcements, Leaflets and Items**

Non-job related announcements or printed material may not be attached to any window, or building owned by the Town of Prosper without prior approval from the Town Manager. Announcements and printed material must have the approval of the Town Manager to be posted on a Town bulletin board. All items posted must have a removal date in the lower right-hand corner. The public service bulletin board located in Town Hall is exempt from this policy.

**III. Distribution of Printed Items to Town Employees**

Any printed item, e.g., discount coupons, tickets, announcements, etc., to be distributed to Town employees must be coordinated with the Town Manager or designee. To obtain approval, a printed item must be Town-related business, or a specific benefit for Town employees due to their employment with the Town. The Human Resources Department will determine the method of distributing all approved materials.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.05 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: GIFTS	LAST REVISION DATE:

The Town of Prosper strives to treat employees, citizens and individuals conducting business with the Town in a fair and equitable manner. An employee (and his/her relatives and significant others) may not receive any income or other material gain from anyone outside the Town for services provided by the employee in the performance of his or her job with the Town. Individual Town employees are prohibited from soliciting, accepting or agreeing to accept any gift, gratuity, favor, benefit or anything else of value from any person, organization, or other entity who has done business, is doing business, or seeks to do business, with the Town. However, an employee who accepts the following will not be in violation of this policy:

- an award publicly presented in recognition of public service
- an occasional meal where public business is discussed
- tee-shirts, caps and other similar promotional material
- any gift which would have been offered or given to the employee even if the employee were not a Town employee

Routine food coupons, frequent flier awards, gift with purchase(s), discounts and other promotional items awarded to employees while carrying out Town business may be accepted by employees and will not be considered a violation of this policy due to the administrative difficulty and cost involved in recapturing the discount or award for the Town. If the item is non-routine, or of more than minimal value, the employee must check with his or her supervisor to see if the item should be returned, or in the alternative, turned over to the Town.

Employees may not give their supervisor or anyone else in Town management any gift or other item of more than a minimal value. If offered, supervisors may not accept such gifts or other items. Giving and accepting cards, food items (such as cakes and cookies) or token gifts for birthdays, Bosses' Day, holiday celebrations, bereavement or similar events is not a violation of this policy.

The Town takes this policy very seriously and violations may result in disciplinary action up to and including termination of employment. Any questions regarding the prohibitions imposed by this policy generally, or in connection with a specific situation, should be directed to the Town Manager or designee.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.06 PAGE NO. 1 of 1
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: 10-01-2008
Title: CONFLICT OF INTEREST	LAST REVISION DATE:

No employee of the Town of Prosper may:

- Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the Town;
- Use Town employment, authority, or influence in any manner for his/her personal betterment, financial or otherwise;
- Have any financial interest, directly or indirectly, in the sale to the Town of any land, materials, supplies or services;
- Have discussions or participate in decisions of any Town agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
- Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a Town employee or that might impair independent judgment in the performance of duties to the Town (See Employee Handbook Reference No. 2.13 regarding Outside Employment); or
- Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the Town.

Violations of this policy may result in disciplinary action up to and including termination of employment. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director or the Town Manager's office.

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.07 PAGE NO. 1 of 8
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: AUGUST 8, 2013
Title: WIRELESS EQUIPMENT AND SERVICES USE POLICY	LAST REVISION DATE: APRIL 2, 2015

**Purpose:** The Town of Prosper provides wireless equipment and services for employees who are frequently away from their offices, and have a need to remain in communication with the office and others to effectively conduct Town business. The purpose of this policy is to provide for the effective use of wireless equipment and services, and better control the costs to the Town. This policy and the programs outlined herein may change at any time. Nothing in this policy should be construed as a contract with an employee.

The policy applies to all employees that are eligible to receive a cellular phone allowance; or issued a Town-owned pooled-minute cellular phone, a wireless air card, or other wireless equipment or services. Exceptions to this policy shall be allowed with written approval from the Town Manager.

For the purpose of this policy, "Department Head" is defined as Executive Director of Development and Community Services, Fire Chief, Police Chief, Finance Director, Human Resources Director, and Town Secretary.

## I. General Provisions

The following guidelines will be used by Department Heads when considering recommendations for wireless equipment and services for employees:

- The degree to which the employee needs immediate communication capability;
- The personal safety of the employee;
- Anticipated utilization of the wireless equipment and services (i.e. on-call and weekend personnel, or those employees that are frequently away from their offices during normal business hours); and
- The availability, cost, and effectiveness of alternative communication devices (i.e. pagers, hand-held radios, etc.).

## II. Cellular Phone Allowance Program

Cellular phone allowances provide reimbursement to employees for costs incurred as a result of conducting Town business on a personal cellular phone. The allowance is not intended to reimburse the entire cost of the cellular phone service, as the phone may also be used for personal calls. Allowances will appear on the employee's paycheck once a month. The allowance **will** be a **non-taxable** employee fringe benefit. It shall be a condition of employment for any employee who receives an allowance to utilize a cellular phone while working, or whenever on-call.

### A. Employee Responsibilities

1. The employee must maintain regular cellular phone service with a local prefix, currently 214, 972, or 469; and
2. The employee must provide the Department Head, immediate supervisor, Purchasing Agent, and other pertinent staff with the cellular phone number.

### B. Department Head Responsibilities

1. The Department Head will, at least annually, review job functions of employees to ensure those receiving an allowance have a continuing need for cellular phone service, and to determine if an adjustment to allowance is required;
2. The Department Head will notify the Purchasing Agent to terminate allowance if the needs of the department no longer require the employee to maintain a

cellular phone, if the employee separates from service, or if the cellular phone number is not in service.

3. The Department Head will ensure that sufficient funding is available in the department budget for cellular phone allowances, equipment reimbursements, and any allowance increases that are authorized, for current and future fiscal years.

### **C. Authorization and Payment**

#### **1. Authorization and Payment for New Cellular Phone Allowances**

- a. No cellular phone allowance will be authorized until a Cellular Phone Allowance Request Form has been completed, approved by the appropriate Department Head and submitted to the Purchasing Agent for processing.
- b. A completed Personnel Action Form (PAF) shall be attached to the request form, and will be routed through Human Resources and the Town Manager for approval.
- c. The allowance will be paid to the employee through their paycheck, as long as the requirements of the program are met.
- d. The effective date of the allowance will be subject to the payroll cycle established by the Finance Department.

#### **2. Cellular Phone Allowance Levels**

If an employee is deemed eligible for an allowance, the Department Head shall designate an allowance level. Cellular phone allowances will be comparable to the amount paid for Town-owned pooled minute cellular phone services. The available levels will be published by the Purchasing Office.

#### **3. Allowance Level Increases**

- a. The Department Head must approve an allowance increase for a specific employee.
- b. An increase in allowance will not be approved if the increase in usage is a result of personal use of the cellular phone.
- c. The following documentation must be submitted for consideration of an allowance increase:
  - 1) A Cellular Phone Allowance Request Form must be completed and approved by the appropriate Department Head, and submitted to the Purchasing Agent for processing.
  - 2) A completed PAF shall be attached to the request form, and will be routed through Human Resources and the Town Manager for approval.
  - 3) A minimum of two consecutive phone bills for the employee must be attached to the Cellular Phone Allowance Request Form. The phone bills must reflect the cell phone number, dates of service, and call details.

**D. Reimbursement for Equipment and Accessories**

1. The Town **will not** provide reimbursement for equipment and accessories purchased by employees receiving allowances that do not include a data plan.
2. Reimbursement shall not exceed \$250, and is only permitted every 24 months.
3. Allowable expenses include mobile data phones and related mobile accessories (i.e., car charger, case, blue tooth device, etc.).
4. In order for an employee to receive reimbursement for the purchase of a mobile data phone and accessories, the following items must be completed:
  - a. Complete and submit a Wireless Equipment and Services Request Form, accompanied by all required documentation, approved by the appropriate Department Head, and submitted to the Purchasing Agent for processing.
  - b. Attach detailed receipt(s) of purchase(s) to the Wireless Equipment Services Request Form.
  - c. The mobile data phone must be a mobile data phone that runs on Windows Mobile, Apple OS, or Android OS software.

**E. Reimbursement of Additional Expenses**

There may be isolated instances when the employee will incur significant expenses, such as long distance or roaming charges, related to Town business, above the allowance amount. In these instances, the Department Head will determine if the expenses being requested for reimbursement are justified.

**F. Payments**

Under the cell phone allowance program, the employees will be responsible for all payments associated with their personal cellular phone accounts. The Town will not be responsible for additional fees incurred by the employee, such as late payment fees, reconnect fees, or other penalties.

**G. Maintenance, Repair, and Lost Cellular Phones**

The Town will not be responsible for maintenance and repair of cellular phones under this program. The employee will be responsible for ensuring that the cellular phone is in good working condition. Employees are encouraged to purchase hands-free accessory kits and insurance for the cellular phone, if it is available.

### III. Town-Owned Pooled Minute Cellular Phone Program

Traditional cellular phone plans provide a specified number of minutes per line. Once the user depletes the minutes allotted, additional minutes incur a per-minute overage fee. Under the pooled minute cellular phone plan, each user will still be provided a specified number of minutes per month. However, these minutes are combined and shared among all users in the pool. All cellular phones under this program will draw from the common pool of minutes, which maximizes cost savings, reduces overage charges, and provides flexibility for fluctuations in individual usage from month-to-month. The following example illustrates how the pooled minutes plan works:

User	Minutes in Plan	Minutes Used
1	500	300
2	700	850
3	300	450
4	150	50
<b>Total</b>	<b>1650</b>	<b>1650</b>

Pooling all of the minutes reduces the chance of incurring per minute overage charges for users that exceed their allotted minutes, by taking advantage of those that use fewer minutes than allotted. This approach reduces costs by reducing the probability of incurring per minute overage charges on individual accounts, and also allows users to subscribe to a lower priced plan with fewer minutes. There are two types of phones that can be authorized under the pooled minute program; those assigned to individual users, and those shared by multiple users.

Cellular phones authorized under the Town-owned Pooled Minute program are for **official Town business and not for personal use**. However, there may be instances when incidental personal calls, such as notifying a spouse of overtime work, sick children, or other family emergencies are necessary. Such calls can be made in moderation. Employees will be responsible for any calls made that are not consistent with this policy and may be subject to disciplinary action. In addition, the employee shall reimburse the Town for unauthorized calls at a rate of \$0.20/minute.

The Town will purchase cellular phones and phone plans authorized under the pooled minute program, unless otherwise provided in this policy. In order to obtain the most cost effective rate plans under this program, Department Heads will coordinate through the Purchasing Agent.

No more than two preferred vendors will be identified for use under this program. The exception to this provision is for phones used by the Fire Department that require specific technology for the transmission of EMS data.

All Town-owned pooled minute cellular phones assigned to a department will be listed under a single account. In no instance will an account for an individual employee be authorized under this program.

#### A. Employee Responsibilities

1. The employee will use the cellular phone in a manner consistent with this policy.
2. The employee that is assigned a cellular phone must carry the phone when it is necessary for the proper conduct of Town business, including times when the employee is on-call.
3. The employee will notify the department's single point of contact (SPOC) of damage, theft, or loss of the cellular phone assigned to him/her.
4. The employee agrees that upon separation from the Town, the cellular phone and all accessories will be surrendered to the Purchasing Agent, prior to the separation date.

**B. Department Head Responsibilities**

1. The Department Head will determine the appropriate number of phones to be included in the departmental account.
2. The Department Head will designate a single point of contact (SPOC) for each of their respective departments/divisions. The SPOC will be responsible for maintaining the departmental account, and communicating issues to the Purchasing Agent.
3. The Department Head will review and monitor their subordinates' cellular phone usage and take action, when necessary.
4. The Department Head, at least annually, will review usage to determine if the plan levels are appropriate for operations, and if there is a continuing need for the phones.
5. The Department Head will ensure that sufficient funding is available in the department budget for cellular phone rate plans, equipment purchases, and any associated costs that are authorized, for current and future fiscal years.

**C. Authorization**

1. The purchase of new cellular phones, accessories, and cellular phone plans under this program will be coordinated through the Purchasing Agent.
2. No cellular phones, accessories, or rate plans will be ordered until a Wireless Equipment and Services Request Form has been completed, approved by the appropriate Department Head, the Town Manager (if applicable), and submitted to the Purchasing Agent for processing.
3. Upon receipt of equipment, the Purchasing Agent will issue the equipment directly to the employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time.

**D. Maintenance, Repair, and Replacement of Cellular Phones and Equipment**

Any maintenance, repair, or replacement required on Town-owned pooled minute cellular phones will be coordinated through the SPOC. In the event that replacement equipment is required, the SPOC will coordinate with the Purchasing Agent.

**E. Transfer of Equipment**

1. Transfer of equipment within a department/division is allowed.
2. For inventory and control purposes, equipment will be turned-in to the Purchasing Agent.
3. A Wireless Equipment and Services Request Form will be completed, approved by the appropriate Department Head, and submitted to the Purchasing Agent for processing.
4. Upon authorization and receipt of equipment, the Purchasing Agent will re-issue the equipment directly to the intended employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time.

**F. Payment**

1. The Town of Prosper will be designated as the "Bill To" address for all accounts authorized under this program, except for phones that require confidentiality.
2. Prior to remitting payment of any cellular phone bill, the SPOC will review the call detail and determine if there is a significant number of non-Town business calls included. Any issues should be reported to the Department Head. The

employees are advised to discuss with their supervisors or Department Heads if they believe that circumstances justified making a significant number of personal calls. The employee may be subject to disciplinary action for unauthorized calls that are not consistent with the policy, at the Department Head's discretion.

a. Individually Assigned Phones:

- 1) If there are a significant number of personal calls listed in the call detail, the employee assigned to that cellular phone will explain the reason for excessive calls, in writing.
- 2) If unauthorized calls are identified, the employee will reimburse the Town at a rate of \$0.20/minute. The employee will pay with a personal check made payable to the Town. Reimbursement for personal calls cannot be made with cash.

b. Shared Phones:

- 1) If there are a significant number of personal calls listed in the call detail, the SPOC will be responsible for determining which user is responsible for the calls. That employee will explain the reason for excessive calls, in writing.
- 2) If unauthorized calls are identified, the employee will reimburse the Town at a rate of \$0.20/minute. The employee will pay with a personal check made payable to the Town. Reimbursement for personal calls cannot be made with cash.

**G. Security of the Cellular Phone**

1. Individually Assigned Phones

- a. The employee will be responsible for the security and safeguarding of the cellular phone.
- b. The employee will report the loss or theft of the cellular phone to the SPOC immediately. The SPOC will coordinate replacing lost/stolen equipment with the Purchasing Agent.

2. Shared Phones

- a. Although many employees may have use of a single shared phone, those employees are responsible for keeping the phone safe and secure.
- b. The employee will report the loss or theft of the cellular phone to the SPOC immediately. The SPOC will coordinate replacing lost/stolen equipment with the Purchasing Agent.

**IV. Other Wireless Equipment and Services**

In order to obtain the most cost effective equipment and rate plans for other wireless equipment and services (e.g. air cards, iPad connectivity, etc.), Department Heads will coordinate through the Purchasing Agent.

**A. Employee Responsibilities**

1. The employee will use the other wireless equipment and/or services in a manner consistent with this policy.

2. The employee that is assigned other wireless equipment and/or services must carry the equipment when it is necessary for the proper conduct of Town business, including times when the employee is on-call.
3. The employee will notify the department's single point of contact (SPOC) of damage, theft, or loss of the other wireless equipment and assigned to him/her.
4. The employee agrees that upon separation from the Town, the other wireless equipment will be surrendered to the Purchasing Agent, prior to the separation date.

#### **B. Department Head Responsibilities**

1. The Department Head will determine the appropriate wireless equipment and/or services to include in the departmental account.
2. The Department Head will designate a single point of contact (SPOC) for each of their respective departments/divisions for other wireless equipment and services, if different from SPOC for cellular phone service. The SPOC will be responsible for maintaining the departmental account, and communicating issues to the Purchasing Agent.
3. The Department Head will review and monitor their subordinates' wireless equipment and services usage and take action, when necessary.
4. The Department Head, at least annually, will review usage to determine if the wireless equipment and services are appropriate for operations, and if there is a continuing need for said equipment and services.
5. The Department Head will ensure that sufficient funding is available in the department budget for other wireless equipment and services that are authorized, for current and future fiscal years.

#### **C. Authorization**

1. The purchase of other wireless equipment and services will be coordinated through the Purchasing Agent.
2. No equipment or services will be ordered until a Wireless Equipment and Services Request Form has been completed, approved by the appropriate Department Head, and submitted to the Purchasing Agent for processing.
3. Upon receipt of equipment, the Purchasing Agent will issue the equipment directly to the employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time.

#### **D. Maintenance, Repair, and Replacement of Other Wireless Equipment**

Any maintenance, repair, or replacement required on Town-owned wireless equipment will be coordinated through the SPOC. In the event that replacement equipment is required, the SPOC will coordinate with the Purchasing Agent.

#### **E. Transfer of Equipment**

1. Transfer of equipment and/or service within a department/division is allowed.
2. For inventory and control purposes, equipment will be turned-in to the Purchasing Agent.
3. A Wireless Equipment and Services Request Form will be completed, approved by the appropriate Department Head, and submitted to the Purchasing Agent for processing.
4. Upon authorization and receipt of equipment, the Purchasing Agent will re-issue the equipment directly to the intended employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time.

**F. Payment**

1. The Town of Prosper will be designated as the "Bill To" address for all accounts authorized under this section, except for wireless equipment or services that require confidentiality.
2. Prior to remitting payment of any wireless equipment and services, the SPOC will review the invoice detail to determine if there is any unauthorized use of wireless equipment or services. Any issues should be reported to the Department Head. The employees are advised to discuss with their supervisors or Department Heads if they believe that circumstances justified unauthorized use of equipment or services.
3. If there appears to be unauthorized use of wireless equipment and/or services, the SPOC will be responsible for determining which user is responsible for the unauthorized use.
  - a. If unauthorized use is identified, the employee may be instructed to reimburse the Town at a fair and reasonable rate, to be determined depending on the wireless equipment and/or services. The employee will pay with a personal check made payable to the Town. Reimbursement for unauthorized use of wireless equipment cannot be made with cash.
  - b. The employee may be subject to disciplinary action for unauthorized use of wireless equipment that is not consistent with the policy, at the Department Head's discretion.

**G. Security of the Equipment**

1. The employee will be responsible for the security and safeguarding of the wireless equipment.
2. Although many employees may have use of a single shared piece of equipment, those employees are responsible for keeping the equipment safe and secure.
3. The employee will report the damage, loss or theft of the wireless equipment to the SPOC immediately. The SPOC will coordinate replacing damaged, lost, or stolen equipment with the Purchasing Agent.

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The Town of Prosper Wireless Equipment and Services Use Policy is hereby approved this 2<sup>nd</sup> day of

April, 2015.

  
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Harlan Jefferson, Town Manager

Town of Prosper	
<b>WIRELESS EQUIPMENT AND SERVICES REQUEST FORM</b>	
<b>EMPLOYEE INFORMATION</b>	
First Name:	Last Name:
Department:	Division:
Cell Phone No (if existing):	
<b>TOWN-OWNED POOLED MINUTE CELL PHONE</b>	
Select one level only:	
<input type="checkbox"/> <b>Level 1</b> Basic cell phone plan + 200 text messages	
<input type="checkbox"/> <b>Level 2</b> Smart phone plan + text and picture messages	
<input type="checkbox"/> <b>Level 3</b> Unlimited everything (TOWN MANAGER APPROVAL REQUIRED)	
<b>OTHER WIRELESS EQUIPMENT OR SERVICE</b>	
<input type="checkbox"/> Aircard <input type="checkbox"/> iPad Connectivity <input type="checkbox"/> Other	
Explain :	
<b>EQUIPMENT ONLY</b>	
<input type="checkbox"/> <b>Equipment Reimbursement:</b> Must qualify under the conditions of the Cell Phone Allowance Program, as described in Chapter 9.07 of the Town of Prosper Personnel Policies and Procedures Manual. Reimbursement shall not exceed \$250 every 24 months. Requires Town Manager approval. Attach itemized receipt(s) of purchase.	
Cell Phone No:	Amount Requested: \$
<input type="checkbox"/> <b>Equipment Upgrade:</b> No change to service plans or features. Equipment will be upgraded to the most current model basic phone or smart phone available through the current service provider.	
<input type="checkbox"/> <b>Equipment Replacement:</b> All lost, stolen, or damaged equipment must be reported to the Purchasing Agent upon discovery. The current service line will be temporarily suspended until this completed form is received in the Purchasing Office. The Purchasing Agent will issue the equipment directly to the employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time.	
<input type="checkbox"/> Charge to Department <input type="checkbox"/> Charge to Employee	
Please explain the circumstances:	
<input type="checkbox"/> <b>Equipment Transfer:</b> Equipment can be transferred within a department/division. The equipment must be turned-in to the Purchasing Agent. The Purchasing Agent will re-issue the equipment directly to the employee, in the Purchasing Agent's office. The employee will be required to sign an acknowledgment of receipt at that time. Any plans and features assigned to the original phone will transfer to the employee under same conditions.	
<b>AUTHORIZATION</b>	
I authorize the Purchasing Agent to take the necessary action to complete the request contained herein.	
Signature of Department Head	Date
Signature of Town Manager	Date

Town of Prosper  
**CELLULAR PHONE STIPEND REQUEST FORM**

**EMPLOYEE INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Cell Phone No: \_\_\_\_\_

**SELECT ONE:**     **NEW CELLULAR PHONE STIPEND**         **INCREASE TO CURRENT STIPEND**

Select Allowance:

**\$15.00**    0 minutes + 200 text messages

**\$30.00**    400 minutes + 200 text messages

**\$35.00**    0 minutes + unlimited data, text & picture messaging

**\$50.00**    400 minutes + unlimited data, text & picture messaging

**\$65.00**    600 minutes + unlimited data, text & picture messaging

**\$75.00**    1,000 minutes + unlimited data, text & picture messaging

**\$115.00**    Unlimited everything

**\$**            Other Amount (must stipulate amount)

**AUTHORIZATION**

I authorize the Purchasing Agent to take the necessary action to complete the request contained herein.

Signature of Department Head	Date
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**\*Attach Personnel Action Form to this request when submitting for approval.**

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.08 PAGE NO. 1 of 4
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: SEPTEMBER 24, 2013
Title: GRANT MANAGEMENT POLICY AND PROCEDURES	LAST REVISION DATE:

**Purpose:** The purpose of this policy is to outline standardized procedures for the grants management process, in order to ensure compliance with all applicable federal, state, and local regulations related to the application for, and the administration of grant funding. This policy and the procedures outlined herein may change at any time.

The policy applies to all departments that are applying for, or have received grant funds on behalf of the Town. Any exceptions to this policy shall only be allowed with written approval from the Town Manager.

## I. Roles and Responsibilities

Throughout the process, it is critical that Town staff works together to ensure that grant requirements are met, and that the Town of Prosper achieves the identified goal that created the need for the supplemental funding.

### A. Finance Director

The Finance Director, or an authorized designee, is responsible for the following:

1. Serving as the central point-of-contact for all grant activities.
2. Managing the development, implementation, administration, and close-out of grant proposals and agreements, and ensuring compliance with all grant requirements.
3. Tracking grants through a monthly status report identifying all grant awards that have not yet terminated, grant proposals that are in development or have been submitted to the grantor agency pending approval, and those opportunities that have been referred to interested departments.
4. Assisting departments with:
  - a. researching and identifying funding opportunities;
  - b. formulating grant proposals and completing grant applications;
  - c. providing technical assistance during grant administration.

### B. Departments

Departments are responsible for the following:

1. Working with Finance staff to identify, develop, and submit grant applications and proposals.
2. After receiving a grant award, a department staff member will serve as Project Manager, who is responsible for the following:
  - a. maintaining the project grant file;
  - b. carrying-out project activities identified in the grant document;
  - c. working with the appropriate staff members to ensure all financial and purchasing activities are in compliance with the grant requirements;
  - d. overseeing and monitoring project activities; and
  - e. maintaining ongoing communication with all associated staff.

3. Working with the Finance Department to assist outside auditors with information required for annual Town audit/single audit, as required.

#### **C. Accounting Division**

The Accounting Division is responsible for the following:

1. Providing financial support, such as submitting required periodic fiscal reports in coordination with the Project Manager.
2. Establishing applicable funding and appropriations in the Town's financial system.
3. Assisting departments with submitting requests for reimbursement to the grantor agency.

#### **D. Purchasing Division**

The Purchasing Division is responsible for the following:

1. Supporting the Town's Grant Management Policy by following proper purchasing guidelines as outlined in the grant documents, and ensuring all purchases are in compliance within all legal constraints.
2. Working with the Town Attorney to ensure all required terms and conditions are included in contract documents, if required by the granting agency.
3. Conducting appropriate debarment checks prior to award of contract and/or issuance of a purchase order in which grant funds are being utilized.

#### **E. Town Council**

The Town Council is responsible for the following:

1. Considering the approval and acceptance of grant proposals/awards that are brought before the governing body.

## **II. Procedures**

All grant proposals and applications, regardless of the format, shall follow the grant application procedures described within. The following procedures identify the process to be followed through the life of the grant:

#### **A. Submitting the Grant Proposal**

1. The initiating department shall study all grant requirements prior to applying for a grant, to ensure the Town can meet the requirements.
2. The initiating department shall contact the Finance Director to discuss the feasibility of submitting the grant application, and the process that will be followed to complete and submit the application by stated deadline.
3. If requested, the Finance Director assists the initiating department with writing the grant proposal and completing the grant application.
4. After completing the grant proposal and/or application, the initiating department shall submit the documents to the following departments/divisions as applicable:

- a. Human Resources: for review of the application if employees' salaries are to be funded with grant proceeds.
  - b. Engineering/Capital Projects: for review of all infrastructure and capital project related grant proposals/applications.
  - c. Purchasing Division: for review of all purchasing requirements and contract terms and conditions.
  - d. Finance Department: for review of the application for indirect cost rate, if any; matching fund requests; in-kind contributions; or any other budget related issues.
5. The department will complete a final review of all grant proposals/applications, obtain legal review, and submit to Town Council for approval. All grant proposals must have Town Council approval prior to submission.
  6. The department will submit the grant proposal/application to the grantor agency, with a copy to the Finance Director.

#### **B. Grant Award Acceptance**

A grant that is awarded must be accepted by the Town Council, who authorizes the Mayor to execute the award documents.

1. All award notifications and contracts should be forwarded to the Finance Director immediately upon receipt.
2. The department obtains legal review of the award document, prepares and processes the Agenda Item, and submits the executed award document to the grantor agency for their signatures. Upon receipt of the fully executed award document, the department provides a copy to the Town Secretary, the Finance Director, the Accounting Division, the Purchasing Division, and other departments as applicable.
3. Upon receipt of the award document, the Accounting Division will set-up fund and accounting line item numbers, and forward the information to the initiating department.
4. Upon receipt of the award document, the initiating department shall schedule a meeting with all associated departments to discuss grant related issues, and establish a timeline for the various phases of the project (e.g. bid process, contract development, award process, project start and end dates, reporting requirements, etc.).

#### **C. Grant Administration**

The Town must maintain accurate records to provide information to the grantor agency, Town Management, and auditors; and must follow any applicable records retention requirements.

1. The department will maintain the official grant file. The grant file should include, but not be limited to the following documents:
  - a. grant proposal/application;
  - b. grant award document/agreement and sub-recipient agreement(s);
  - c. grant budget;
  - d. grant/contract number;
  - e. granting agency contact information;
  - f. internal/external reports;
  - g. debarment certification;

- h. payroll certification documents provided by the contractor(s), if applicable, to ensure compliance with Davis-Bacon and related acts;
  - i. supply/equipment inventory records;
  - j. electronic employment eligibility verification records (provided by Human Resources) for all grant funded positions, if applicable;
  - k. copy of purchase order issued utilizing applicable grant funds;
  - l. grant close-out documents; and
  - m. all other correspondence related to the grant process.
2. The Project Manager completes project activities in accordance with grant requirements, and:
  - a. Ensures that expenditures are allowable and purchasing requirements are followed.
  - b. Submits expense invoices to the Accounting Division, which follows Accounts Payable procedures.
  - c. Works with the Finance Director to complete and submit required periodic fiscal reports, as well as requests for reimbursement from the grantor agency.
  - d. Works with the Finance Director to complete and submit required periodic program reports to the grantor agency.
3. To help ensure compliance with program rules and requirements, the Finance Director conducts regular desk and on-site monitoring of grant activities, and provides technical assistance when necessary.
4. Should a grant modification or amendment be necessary, the Project Manager will notify the Finance Director. The Finance Director will assist the department with working with the grantor agency to complete the necessary steps for the modification.
5. The Finance Director investigates and responds to any complaints received about grant activities, with a copy to the Project Manager.

**D. Grant Closeout**

1. The Project Manager shall confirm with all involved responsible parties that all requirements of the grant have been met, all reports have been filed with the granting agency, and the grant file contains a complete and accurate account of all grant activities.
2. The Project Manager shall work with the Accounting Division to ensure all financial transactions are recorded, all reimbursements have been requested and received from the granting agency, and any refunds due to the granting agency have been processed.
3. Coordinating with the grantor agency, the Project Manager and the Finance Director will review grant activities for compliance, and follow the grant procedures to close-out the grant.

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The Town of Prosper Grants Management Policy and Procedures is hereby approved this 24<sup>th</sup> day of September, 2013.

  
Harlan Jefferson, Town Manager

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 9.09 PAGE NO. 1 of 10
Chapter 9: MISCELLANEOUS	INITIAL EFFECTIVE DATE: SEPTEMBER 24, 2013
Title: CASH HANDLING POLICY AND PROCEDURES	LAST REVISION DATE:

**Purpose:** The purpose of this policy is to set forth minimum standards to ensure clear and consistent practice within the Town for handling of cash, credit card transactions, and checks. Overall compliance with this policy will allow the Town to prevent or detect losses related to cash handling, and to assign responsibility to an individual in a timely manner in order to minimize losses.

This policy and the procedures outlined herein will ensure adequate internal controls to account for the handling of Town cash and to maintain public trust. The term "Town Cash" applies to currency, coins, checks, charge payments, other electronic payment media, and other negotiable instruments payable in money to the Town. The procedures to enforce the Cash Handling Policy and Procedures are to include but are not limited to those outlined below:

- A random drawer audit conducted under the direction of the Finance Department.
- Any deficiencies in regard to the set procedures will be reported to the Accounting Manager in the form of a memorandum outlining the deficiencies.
- The Accounting Manager will notify the Department/Division Head involved and explain these deficiencies, and the Department/Division Head will be responsible for taking appropriate action to correct deficiencies.
- If in a subsequent audit these deficiencies still exist, the Accounting Manager will advise the Finance Director that the deficiencies still exist.
- The Accounting Manager and the Finance Director will notify the Department/Division Head involved, and the Town Manager of the existing situation.
- The Town Manager will review the existing situation, and may take appropriate action to resolve deficiencies and ensure that the procedures as outlined are administered properly.

Any exceptions to this policy shall only be allowed with written approval from the Town Manager.

**I. Delegation of Authority**

The Finance Director is authorized to promulgate rules for establishing procedures for the receipt, handling and deposit by Town employees of Town cash into the Town treasury for: the method of documentation on all such transactions; regular reporting to the Accounting Manager; inspection of departmental cash records, including overages or shortages (See Section VI., Item D. Losses/Shortages/Overages); and inspection of departmental practices and procedures in handling Town cash. The Finance Director, or an authorized designee, may enforce these rules through on-site inspections.

The Town of Prosper is required by law to receive, retain, and disburse all Town revenue and keep detailed records of these transactions. The Finance Department is charged with the responsibility to safeguard all Town funds. The Finance Department will be conducting periodic, unannounced cash drawer audits.

The responsibility and accountability of the daily collection of funds is delegated to the custodian, and the custodian's supervisor. The Department Director is accountable for funds handled under his/her authority.

**II. Roles and Responsibilities**

There should be a clear segregation of duties. No single person should handle a transaction from beginning to end.

**A. Town Personnel**

Any Town employee who is involved with any aspect of cash handling in the normal scope and course of duties is responsible for the following:

1. ensuring the delivery or deposit is made in compliance with Section VI. Regulation of Deposits;
2. complying with rules promulgated by the Finance Department for handling and processing Town cash;
3. notifying the employee's supervisor or department/division head of any loss or theft of Town money immediately upon discovery, with written notice given no later than 24 hours after discovery; and
4. being subject to disciplinary action, up to and including termination, for failure to comply with this policy and procedures, and internal procedures established by departments.

**B. Finance Department**

The Finance Department is responsible for the following:

1. overseeing the design and implementation of cash handling controls to safeguard Town assets;
2. providing training on this policy and procedures;
3. monitoring compliance with this policy and procedures through internal/external audits and investigations;
4. Ensuring compliance with other related policies (such as the Red Flag Policy); and
5. assisting departments in writing cash handling procedures and other internal controls over cash handling.

**C. Department/Division Heads**

Department/Division Heads who anticipate receiving Town cash on a regular basis in the course of its activities shall be responsible for the following:

1. safeguarding Town assets;
2. adhering to this policy and procedures;
3. assigning an employee as custodian receiving Town money;
4. collaborating with the Finance Department to develop and implement a system of departmental procedures, documentation, and reporting on receipts handling and deposit of Town money, in accordance with this policy and procedures;
5. consulting with the Finance Department regarding new cash handling processes before implementation (e.g. credit cards, e-commerce, etc.);
6. evaluating reported instances of non-compliance with this policy and procedures, or with departmental cash handling procedures, and investigating to determine if instances can be resolved internally, and ensuring all instances are reported to the Finance Department;
7. notifying the Police Department and Finance Department of any loss or theft (See Section VI., Item D. Losses/Shortages/Overages) of Town cash immediately upon discovery, with written notice given no later than twenty-four hours after discovery; and

8. allowing the Finance Director, or an authorized designee, to conduct on-site inspections and observe the processing of Town cash, and to make inspections of departmental collection records.

#### **D. Cash Handlers**

All cash handlers shall comply with this policy and procedures, and with internal procedures established in conformity with this policy and procedures by their respective departments, and shall be responsible for the following:

1. safeguarding Town assets;
2. adhering to this policy and procedures, and department cash handling procedures;
3. reporting instances of non-compliance with this policy and procedures, or departmental cash handling procedures, to departmental management;
4. reporting instances of non-compliance with this policy and procedures, or departmental cash handling procedures, to the Finance Department, if no action is taken or non-compliance exists after reporting to departmental management; and
5. reporting any other misuse of Town assets or dishonest acts by another Town employee to departmental management and the Finance Department.

### **III. Liability for Loss**

The department/division heads have the primary responsibility for the care and liability for loss of Town cash in its custody, until deposited with the Finance Department, or their designation location.

Compliance with this policy and procedures, and internal procedures approved by the Executive Staff, establishes a presumption that a Town department/division exercised due diligence in its custody and care of Town cash.

### **IV. Establishing, Terminating, and Securing Cash Funds**

#### **A. Establishment/Increase of Cash Funds**

All requests for the establishment of cash funds, (i.e. change funds and petty cash funds) must be made to the Accounting Manager. The Accounting Manager will maintain a complete listing of all cash funds. The department/division location, custodian and the amount of the cash fund are to be maintained on this written listing, along with the access code.

1. A check request should be submitted to the Accounting Manager for the amount of the funds requested.
2. A written memorandum to the Accounting Manager from the Department/Division Head requesting the establishment of a cash fund shall be forwarded with the check request for consideration. The memorandum should explain the need for the establishment or increase of the fund, and identify the designated fund custodian. A copy of the memorandum should be submitted with the original and the check request.
3. The copy of the memorandum attached to the check request will be filed with the check copy in the Finance Department.

4. No cash funds are to be established out of cash receipts by any department/division.
5. Upon establishment of a cash fund, a fund custodian should be appointed by the Department/Division Head. Cash funds must have one fund custodian responsible for the disbursement of cash.
6. In the absence of the fund custodian, the supervisor should make all disbursements for the cash fund.
7. Should it become necessary to change fund custodians, the supervisor should notify the Accounting Manager, and request an audit of the cash fund to be performed prior to transferring the cash fund to a new custodian.
8. Upon receipt of the money, the new custodian will sign the departmental custodian list maintained by the Accounting Manager.

#### **B. Termination of Cash Funds**

1. The Department/Division Head should notify the Accounting Manager that the cash fund is to be closed, and request that an audit be performed before closing the cash fund. The Department/Division Head should furnish the Accounting Manager with a memorandum outlining the reasons for closing the cash fund.
2. The Accounting Manager will perform an audit of the cash fund, and provide the Department/Division Head with a copy of the final cash audit count sheet. Any shortages or variances are to be investigated and resolved by the Department/Division Head and the Accounting Manager. If the shortages or variances cannot be resolved, the Department/Division Head is to provide a written explanation to the effect that a shortage or variance occurred, which could not be resolved. This response should be addressed to the Accounting Manager. A copy of the written explanation should be forwarded to the Finance Director and Town Manager. If the Division Head authored the memo, the Department Head should also receive a copy of the written explanation.
3. Upon completion of the cash audit, the cash custodian should deposit any cash on hand with the Finance Department.
4. The Accounting Manager will provide the Finance Department with a copy of the final audit paperwork, which details the ledger accounts to be used for recording the deposit to close the cash fund. The original monies will go back to a balance sheet account. A copy of the Department/Division Head's memorandum outlining the reasons for closing the cash fund will also be provided to the Finance Department. A copy of the final cash audit paperwork and the Department/Division Head's memorandum should also be attached to the deposit entry as supporting documentation.

#### **C. Security of Cash Funds**

1. Cash funds are to be kept in locked boxes or drawers. The locked box is to be kept in a secure area where only the designated custodian, and the Department/Division Head or supervisor have keys or combination, and access to the funds.
2. Provisions should be made in departments, where more than one cash fund exists, to secure all funds which are not being utilized. Only the Department/Division Head or supervisor should have access to an employee's cash fund, in the event of their absence.
3. Only the designated custodian responsible for the cash fund and the Department/Division Head should maintain keys or combination, and have access to the funds.
4. Bank bags must be locked and kept out of sight when transporting Town funds for deposit to the Finance Department.

5. All funds must be reviewed randomly by the fund supervisor or designated personnel.

## V. Regulation of Cash Funds

### A. Petty Cash Funds

Petty cash funds are available for making emergency or immediate purchases of items that are not routinely carried by departments/divisions in their operating supplies inventory. Petty cash funds are not to be commingled with other cash funds. Petty cash funds are to be maintained only for this purpose, and no department/division shall possess a petty cash fund without establishing such a fund as outlined herein.

#### 1. Maintenance of Petty Cash Funds

- a. Each petty cash fund must have one fund custodian responsible for the disbursement of cash. In the absence of the fund custodian, the Department/Division Head or supervisor, should make all disbursements from the petty cash fund.
- b. Each petty cash fund should have a set amount of funds to be accounted for, not to exceed \$200. The Finance Department will not process payment authorizations to reimburse petty cash if the request exceeds the established amount of the petty cash fund.
- c. The petty cash fund is to be reconciled on a monthly basis by the petty cash custodian. The Petty Cash Monthly Reconciliation Sheet is to be used as the transmittal document for reimbursement (see attached example). The petty cash custodian should sign the Petty Cash Monthly Reconciliation Sheet indicating each entry has supporting detail attached, and send the completed listing with supporting detail to the Finance Department for reimbursement. The Finance Department will review supporting details, account codes, and verify that the details agree with the total of requested reimbursement.
- d. The petty cash custodian should process a payment authorization at least once a month to reimburse their petty cash fund. The payment authorization requesting reimbursement of petty cash is to be processed with enough lead-time to prevent the remaining petty cash funds from being depleted, prior to the issuance of the reimbursement check. The custodian should retain a copy of the detail listing sent to the Finance Department for reconciliation purposes.
- e. All check payments to reimburse the petty cash fund are to be made payable to the Town of Prosper.

#### 2. Petty Cash Reimbursement Procedures

- a. Cash reimbursements will be issued to the employee designated on the Petty Cash Voucher.
- b. The Petty Cash Voucher will be completed with "*Cash Reimbursement*" selected on the voucher, and include the name of the employee designated to receive the cash reimbursement, the amount of the cash reimbursement, a description of what was purchased, the account code, and the approval signature of the Department/Division Head.

- c. Each petty cash voucher must be accompanied by a receipt(s) upon reimbursement.
- d. When a cash reimbursement is issued, "*Cash Reimbursement*" and the dollar amount should be recorded on the receipt. The employee receiving the cash reimbursement must sign the "*Received By*" line on the receipt. The petty cash custodian will then sign the voucher as cash is actually disbursed from the fund.
- e. The petty cash custodian will match the Petty Cash Voucher to the receipt, and complete the transaction in the normal manner.
- f. Reimbursements for purchases made from the petty cash fund are not to exceed \$50.00. Splitting of purchases to avoid exceeding the \$50.00 limit is considered a violation of this policy.

### 3. Cash Advance Procedures

- a. Cash advances will be issued to the employee designated on the Petty Cash Voucher.
- b. The Petty Cash Voucher will be completed with "*Cash Advance*" selected on the voucher, and include the name of the employee designated to receive the cash advance, the amount of the cash advance, a description of the need, the account code, and the approval signature of the Department/Division Head.
- c. When a cash advance is given, "*Cash Advance*" and the dollar amount should be recorded on the receipt. The employee receiving the cash must sign the "*Received By*" line on the receipt.
- d. The petty cash custodian will sign the voucher as cash is actually disbursed from the fund, and retain the voucher with the #1 copy of the receipt. The recipient of cash will be given the #2 copy of the receipt.
- e. To complete the transaction, the recipient of cash will return the #2 copy of the receipt, along with receipts for purchase(s), to the petty cash custodian. The petty cash custodian will match the returned #2 copy with the corresponding voucher and #1 copy of the receipt, and then complete the transaction in the normal manner.
- f. Petty cash in advance is not to be held by any employee longer than one business day. Receipts and unused funds must be returned and be reconciled to vouchers within one business day. Only one open Petty Cash Voucher per person is allowed at any one time.
- g. Advances for purchases made from the petty cash fund are not to exceed \$50.00. Purchases which exceed \$50.00 should be purchased by normal purchasing procedures. Splitting of purchases to avoid exceeding the \$50.00 limit is considered a violation of this policy.

### 4. Filing of Official Record Documents

- a. Cash advances will be issued to the designated employee to file official documents on behalf of the Town with local, county, state or federal offices. The Town Manager will designate the employee.
- b. The Petty Cash Voucher will be completed with "*Cash Advance*" selected on the voucher, and include the name of the employee designated to

- receive the cash advance, the amount of the cash advance, a description of the need, the account code, and the approval signature of the Department/Division Head.
- c. The Cash Advance may be issued in total for greater than the \$50.00 maximum; however, the request per department/division must not exceed the \$200.00 petty cash limit.
  - d. When a cash advance is given, "*Cash Advance*" and the dollar amount should be recorded on the receipt. The employee receiving the cash must sign the "*Received By*" line on the receipt.
  - e. The petty cash custodian will sign the voucher as cash is actually disbursed from the fund, and retain the voucher with the #1 copy of the receipt. The recipient of cash will be given the #2 copy of the receipt.
  - f. Upon completion of the filing process, the recipient of cash will return the #2 copy of the receipt, along with receipts for filing fees, to the petty cash custodian. The petty cash custodian will match the returned #2 copy with the corresponding voucher and #1 copy of the receipt, and then complete the transaction in the normal manner.
  - g. Copies of documentation of the completed filed transactions will be distributed in a manner agreed upon between the department/division and the designated employee filing the official record documents.
5. Documents Which Serve as Support for Disbursement of Petty Cash
- a. A cash register receipt, provided that the date is current enough to support said purchase.
  - b. Cash receipt tickets from the place of purchase, provided that the date is current, items purchased are listed, and the ticket is signed by the employee as receiving said merchandise.
  - c. If an itemized receipt is not available, each item must be listed separately in the place provided for each item description, and the individual cost must be listed separately under item price on the petty cash voucher.
  - d. No refunds for purchases will be made without proof of purchase.
  - e. A petty cash voucher properly completed with authorizations for a cash advance.
6. Petty Cash Restrictions
- a. Loans to employees from the petty cash fund are **strictly prohibited**.
  - b. IOUs for employee's personal use to the petty cash fund are **strictly prohibited**.
  - c. Cashing personal checks for the Department/Division Head, supervisor, petty cash custodian, or other employees from the petty cash fund is **strictly prohibited**.
  - d. Employees are not to be reimbursed for sales tax. It is the responsibility of Department/Division Heads to ensure that employees are aware of the Town's tax exempt status.
  - e. Only one open petty cash voucher per person is allowed at any one time.
  - f. Expenditures for purchases made from the petty cash fund are not to exceed \$50.00. Purchases which exceed \$50.00 should be purchased

by normal purchasing procedures. Splitting of purchases to avoid exceeding the \$50.00 limit is considered a violation of this policy.

- g. Travel or training expenses, in general, are not to be reimbursed from petty cash. Reimbursement through petty cash will be allowed for miscellaneous day travel expenses (e.g. parking, gas, etc.) other than meal and mileage reimbursements, as long as these are the only travel expenses incurred. These expenditures should be reimbursed by submitting the proper expense report form to the Finance Department for audit, approval, and issuance of a reimbursement check. Petty cash funds may be used for official organized activities of the Town Council, or the various boards that function as part of Town government. Exceptions to this restriction will be accepted upon approval by the Town Manager.

## B. Change Funds

Change funds, or cash drawers, are to be maintained for the purpose of making change. Change funds are not to be commingled with other cash funds. Change funds are to be maintained only for this purpose, and no department/division shall possess a change fund without establishing such a fund as outlined herein.

### 1. Maintenance of a Change Fund

- a. Each change fund must have one custodian responsible for the change fund at any one given time. In the absence of the fund custodian, the Department/Division Head or supervisor should make all disbursements from the change fund.
- b. Each change fund should be established for a set amount as requested on the check request, and this same amount should be maintained at all times.
- c. Change funds are not to be used as petty cash funds. They are to be used only for making change. Cash receipts are not to build-up in a change fund. These receipts are to be removed and deposited as outlined in the depository procedures (Section VI. Regulation of Deposits).
- d. Receipts for all cash should be utilized so that an audit may be done at any time, and the amount of the change fund can be verified.
- e. In the areas where more than one change fund is used, each custodian should work out of his/her own change fund only. Employees are not to work out of another employee's change fund.
- f. Only the custodian responsible for the change fund and the Department/Division Head or supervisor should maintain keys and have access to the change funds.

## VI. Regulation of Deposits

Departmental deposits delivered to the Finance Department shall be made according to the procedure as outlined below. Town agencies or departments/divisions shall deliver their deposits daily to the Finance Department **before 9:30 a.m.** A deposit is required if total receipts on hand

are equal to or greater than \$200.00. All deposits must be verified by a Finance Department employee, while the employee delivering the deposits witnesses the verification.

Those departments that do not collect revenue on a daily basis, or whose deposit is not sufficient enough to make daily deposits, should make a deposit with the Finance Department at least weekly.

**A. Preparation of Receipts**

1. System generated receipts are preferred.
2. Receipts should be pre-numbered and have duplicate copies.
3. A receipt should be written for all payments received.
4. All receipts should be used in numerical order, and need to be accounted for, including any voided receipts.
5. The duplicate receipt copy should be submitted to the Finance Department with the corresponding deposit. Voided receipts should be submitted as well.
6. Account numbers should be listed on each receipt or a summary sheet turned in at the same time as the deposits.
7. "For Deposit Only" needs to be stamped on the back of each check.

**B. Deposit and Verification of Receipts.**

1. Deposits shall be made to the Finance Department.
2. When deposits are delivered, the Finance Department will verify the deposit by performing a recount of monies and a review of the receipts. Once a deposit is verified as correct, a copy of the summary sheet will be initialed by the Finance Department employee, and returned immediately to the person making the deposit for the department's/division's own record.
3. Each time a deposit is made, the bank bag will be returned to the person making the deposit. Each department/division shall have designated bags for their use only.

**C. Maintenance of Bank Bags and Keys**

1. Bank bags with deposits shall be kept locked at all times when not preparing or verifying deposits. The keys to the locked bank bags will be maintained by the designated persons for each depositing department/division, the Finance Department, and the bank.
2. The Finance Department is responsible for requesting a law enforcement escort of the deposits to the bank on a daily basis.
3. It will be the responsibility of the Department/Division Head to secure and limit access to bank bag keys. Access to these keys should be limited to the person or persons preparing the deposit. Personnel changes, which affect the possession of keys or the preparation, should be reported to the Accounting Manager.

**D. Losses/Shortages/Overages**

The Finance Department makes a clear distinction between a "Loss" and "Shortage" of Town money. This is determined by the cash handler's ability to obtain physical custody of the money, and how that person safeguards the money.

1. A shortage is an unintentional collection error, such as a change making error. An overage occurs when a cash handler has collected too much money and cannot immediately return the excess to a specific customer.
2. A loss of Town money is when a cash handler has obtained physical custody of money, and then due to reasons like negligence, an act of God, or an unlawful action, cannot deposit that money into the Town treasury.
3. Cash custodians must report all losses to their supervisor and department/division head immediately. A detailed statement as to the circumstances of the loss must be submitted within twenty-four hours of discovery.
4. Department/division heads or supervisors must report all losses to the Police Department, and to the Finance Director, immediately upon discovery, with written notice submitted within twenty-four hours of discovery.

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The Town of Prosper Cash Handling Policy and Procedures is hereby approved this 24<sup>th</sup> day of September, 2013.

  
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Harlan Jefferson, Town Manager



<b>THE TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL</b>	<b>REFERENCE NO. 9.10 PAGE NO. Page 1 of 3</b>
<b>Chapter 9: MISCELLANEOUS</b>	<b>INITIAL EFFECTIVE DATE: APRIL 2, 2015</b>
<b>Title: VEHICLE/EQUIPMENT REPLACEMENT FUND POLICY</b>	<b>LAST REVISION DATE:</b>

The purpose of the Town's Vehicle/Equipment Replacement Fund (VERF) Program is to provide a reliable funding source and useful criteria for replacement of the Town's vehicle fleet, field equipment, and computer equipment.

**I. Organizational Responsibilities**

Throughout the process, it is critical that Town staff works together to ensure that grant requirements are met and that the Town of Prosper achieves the identified goal that created the need for the supplemental funding.

**A. Town Departments**

Departments operating vehicles and equipment (including computers) are responsible for:

1. appointing members to the VERF Committee;
2. contributing monthly to the VERF according to this policy; and
3. requesting replacement units during the annual budget process.

**B. VERF Committee**

The VERF Committee is comprised of the Purchasing Agent, the Finance Director, and one representative from each user department. The user department representatives are appointed by their respective department heads.

Committee duties include:

1. reviewing the annual list of replacements, identifying items warranting replacement per this policy, and prioritizing these items for budgetary consideration;
2. making recommendations regarding departmental requests to purchase used vehicles or equipment from the VERF; and
3. recommending revisions to the replacement criteria.

**C. Finance Director**

The Finance Director is responsible for maintaining the VERF policy and has the authority to:

1. set the annual budget for vehicle/equipment replacements; and
2. review and propose modifications and/or replacement lists based on budgetary constraints.

D. Purchasing Agent

The Purchasing Agent is responsible for maintaining updated replacement schedules for vehicles, equipment, and I/T equipment. The Purchasing Agent also coordinates with user departments to facilitate individual replacements.

E. Town Manager

The Town Manager is responsible for approving the VERF policy and revisions thereto, and for reviewing and deciding departmental requests to purchase retired items from the VERF.

F. Town Council

The Town Council reviews and approves the list of proposed replacements during the budget process each year. They also approve the amount of contributions into the VERF.

**II. Replacement Request Process**

Departments will complete a Vehicle Procurement Request Form to initiate the replacement process. Requests must be submitted annually during the budget process. If the requested unit is other than a planned replacement, the user department will provide additional justification and support for the request. The VERF Committee will meet to review all requested replacements.

**III. Replacement Criteria**

The Vehicle/Equipment Replacement Criteria (Exhibit A) identifies the estimated life expectancy of the Town's vehicles and equipment. Age and mileage or hours are the primary criteria for replacement. The criteria are intended as a guide for the replacement decision; items meeting or exceeding the criteria are not automatically approved for replacement. Meeting the criteria makes a unit eligible for replacement, but still subject to additional scrutiny. Also, items that do not meet the criteria may still be eligible for replacement for reasons like excessive maintenance costs, or a total loss declaration by the Town's insurer.

Generally, an item that has reached the end of its economic life is traded-in or sold, rather than retained on the replacement schedule as a "handed down" unit. Items approved for purchase from the VERF and repurposed are not eligible for replacement under this policy.

**IV. Replacement Funding**

The VERF is an internal service fund used to account for the replacement of Town vehicles and equipment. Contributions are made to the VERF based on a replacement schedule for each item. Departments using vehicle(s) or equipment contribute funds from their operational budget into the VERF; these contributions are then used to replace the vehicle(s)/equipment, which mitigates the impact on the operating budget. The amount of annual contribution for each unit is determined as follows:

CONTRIBUTION = ITEM ACQUISITION PRICE / EXPECTED USEFUL LIFE

Example: Chevrolet Tahoe purchased for Police Department: \$38,000  
Expected useful life: 4 years  
Contribution = (\$38,000/4) = \$9,500/year

The annual contribution amount is divided by 12 for monthly transfers from the Police Department budget to the VERF via journal entry. Proposed VERF transactions are reviewed and approved as part of the Town's annual operating budget process.

- A. Proceeds from sold vehicles will be credited to the VERF, as will income earned from investment of VERF balances and all claims paid on VERF units.
- B. If a department's vehicle reaches its expected useful life but continues in service, the department will not be required to make additional payments on the vehicle.
- C. In the event that approval is received to purchase a retired or replaced vehicle or a piece of equipment from the VERF, the purchase price shall be ten percent (10%) of the original cost of the unit. This amount is intended to compensate for the loss of sale proceeds that would otherwise be deposited in the VERF.
- D. In the event that a user department has not contributed enough over the life of an item to cover the cost of its replacement, the difference in funding may be derived from:
  - 1. savings on other items being replaced according to this policy in the same department; and/or
  - 2. funds available in the department's operating budget.

This section applies to replacement items that are different in nature and more costly than the items to be replaced. It does not apply to increased costs resulting from inflation.

- E. Replacement contributions will be discontinued for units sold or retired before the expiration of their useful life.

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The Town of Prosper Vehicle/Equipment Replacement Policy is hereby approved this 2<sup>nd</sup> day of April, 2015.

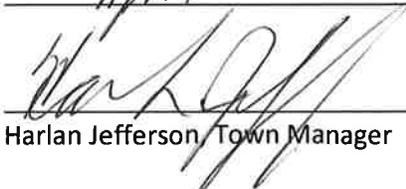
  
Harlan Jefferson, Town Manager

EXHIBIT A  
TOWN OF PROSPER, TEXAS  
VEHICLE/EQUIPMENT REPLACEMENT PROGRAM  
REPLACEMENT CRITERIA (EXPECTED LIVES)

VEHICLE/EQUIPMENT TYPE	YEARS	MILES	HOURS
Aerial bucket trucks	10	100,000	6,000
Aerial ladder and snorkel fire trucks	15	N/A	N/A
Air compressors--trailer-mounted	15	N/A	7,500
Ambulances	8	100,000	N/A
Backhoes	10	N/A	7,500
Backhoes, tractor (trackhoes)	10	N/A	7,000
Boats	10	N/A	N/A
Chippers	8	N/A	7,500
Concrete saw	7	N/A	5,000
Crack sealer	15	N/A	6,000
Cranes, ditchers and trenchers	10	N/A	7,000
Dozers	10	N/A	7,000
Excavators	10	N/A	7,000
Fire engines, pumper tanks and quints	15	N/A	N/A
Forklifts	15	N/A	N/A
Generators	15	N/A	N/A
Hydrohammers	10	N/A	7,000
Infield groomers	5	N/A	4,000
Loaders with tires or tracks	10	N/A	10,000
Motor graders	15	N/A	7,000
Mowers, attachments	12	N/A	N/A
Mowers, riding	6	N/A	4,000
Paving equipment (asphalt trucks)	10	100,000	6,000
Sand spreader inserts	8	N/A	N/A
Sedans (including Police CID and staff vehicles)	9	125,000	N/A
Sedans, full-size (pursuit rated)	4	125,000	N/A
Sedans, mid-size (pursuit rated)	4	100,000	N/A
Street rollers	15	N/A	6,000
Stump cuttter	8	N/A	6,000
SUV (field)	8	125,000	N/A
SUV (staff)	8	125,000	N/A
SUV (pursuit rated)	4	125,000	N/A
Tractors	12	N/A	7,000
Trailers (bed, cargo, livestock, etc.)	15	N/A	N/A
Trucks, dump, 6- and 12-yards	15	50,000	7,000
Trucks, flushing	10	100,000	7,000
Trucks, pickup--field 1-ton and under	8	125,000	N/A
Trucks, pickups--staff 3/4 ton and under	10	125,000	N/A
Trucks, utility (camera, crane, dump & flat bed, pipe hunter, tree spade, vacuum)	8	100,000	7,500
Turf vehicles	6	N/A	4,500
Vans (cargo, passenger, field)	9	125,000	N/A



**REQUEST FORM**  
**Retain/Repurpose Retiring VERF Items**

Date: \_\_\_\_\_  
 From: \_\_\_\_\_ Title: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone No: \_\_\_\_\_

REQUESTED VEHICLE/EQUIPMENT			
Description	Quantity	Value	Total
			\$ -
			\$ -
			\$ -

Account No. to Charge: _____	Total Fee: \$ -
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**REASON FOR RETENTION/REPURPOSING**

**APPROVAL**

Department Head _____	Town Manager _____
Date _____	Date _____

TOWN OF PROSPER	REFERENCE NO. 9.11 PAGE NO. 1 of 1
Chapter 9: Miscellaneous	INITIAL EFFECTIVE DATE: 07/01/2010
Title: INCLUSION IN COMMUNITY LINKS WEB PAGE	LAST REVISION DATE:

**I. Purpose**

The purpose of the Town of Prosper policy entitled Inclusion in Community Links Web Page is to provide guidance to personnel charged with the management and administration of requests from organizations, clubs, associations, and other affinity groups that seek to be listed as part of the Community Links web page appearing in [www.prospertx.gov](http://www.prospertx.gov). The goal of the Community Links web page site is to provide an online site where newcomers or current residents can look to find organizations to associate with and volunteer for.

**II. Background**

The Town of Prosper's web site has a Community Links page under the Town News tab, where eligible non-profit, service, philanthropic and civic organizations can be included as live links. Visitors to the web page will see the logos of listed organizations, and can be directed to the organization's web site by clicking on them.

**III. Criteria**

To obtain eligibility for possible listing in the Community Links web page, organizations will be required to meet the following criteria:

- Bona-fide non-profit, such as a 501(c) 3 or other IRS non-profit, educational or service organization;
- Have an open, non-discriminatory membership policy;
- Dedicated to the overall betterment of Prosper and its residents;
- Affects mostly residents of this and surrounding communities;
- Non-political and non-partisan.
- Be physically located within the Prosper town limits.

The Town of Prosper reserves the right to accept or reject any request for inclusion in the Community Links Web Page.

**IV. Relationship to the Code of Ordinances of the Town of Prosper, Texas**

Every effort will be made to ensure that policies and procedures are consistent with the Code of Ordinances of the Town of Prosper, Texas. If, however, there is any discrepancy, the Municipal Code shall apply. Any person finding discrepancies should notify the Administrative Department immediately.

<b>TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL</b>	<b>REFERENCE NO.      9.12 PAGE NO.              1 of 2</b>
<b>Chapter 9: MISCELLANEOUS</b>	<b>INITIAL EFFECTIVE DATE: 04-30-2015</b>
<b>Title: MUNICIPAL CHAMBER ROOM RESERVATIONS</b>	<b>LAST REVISION DATE:</b>

**Purpose:** The Town of Prosper is committed to providing friendly and beneficial customer service to the residents, various non-profit associations and organizations, and area businesses in Prosper. This policy is to provide parameters and guidelines for the reservation and use of the Municipal Chamber.

**Policies**

1. The Municipal Chamber is available for use by Prosper residents and non-profit or civic groups located in Prosper, if the facility is available and not in use.
2. No use of any Town-owned audio equipment is permitted.
3. Scheduled events shall not exceed four consecutive hours in any 24-hour period.
4. The use of all alcohol and tobacco products is prohibited.
5. Sales, admission fees, and fundraisers are prohibited.
6. Set-up and clean-up must be accomplished within the time period for which the room is reserved.
7. Set-up and arrangement of furniture available, as well as clearing of the room following a meeting, is the responsibility of the person/organization making the reservation. This includes disposal of trash in the outside containers. No physical changes are allowed except for rearrangement of furniture, excluding the Council Bench. A list of non-Town or additional equipment to be used shall be submitted for consideration at the time the reservation is made. Exhibits and items on display may not be disturbed. Nothing may be attached to the walls.
8. No individuals shall be permitted in the non-public areas of the building, nor the area behind the Council bench. Youth and children must be supervised at all times by responsible adults provided by the sponsors of the activity.
9. The use of the Town of Prosper's Municipal Chamber does not constitute Town endorsement of the viewpoints expressed by the participants of the meeting or program. No advertisement or announcement implying such endorsement shall be permitted.

**Procedures:**

1. Reservations will be made on a first-come first-serve basis and must be made by a Prosper resident or official representative of a Prosper non-profit or civic organization.
2. At least 24 hours notice is required for booking the Municipal Chamber.
3. **The person/entity making the reservation is expected to be present during the entire booked event** and will be personally liable for any and all damages that should occur. Charges will be levied for any damage based upon actual repair or replacement costs.
4. **USE OF THE MUNICIPAL CHAMBER BY TOWN BOARDS AND COMMISSIONS AND TOWN PERSONNEL SHALL TAKE PRECEDENCE OVER SUCH OTHER USES, EVEN IF AN ACTIVITY HAS BEEN SCHEDULED. THE PERSON/ENTITY WHO MADE THE REQUEST SHALL BE NOTIFIED AS SOON AS POSSIBLE SO OTHER ARRANGEMENTS CAN BE MADE.**
5. Failure to comply with these Policies and Procedures may result in the suspension of privileges. Previously granted permission may be withdrawn, for violation of these Policies and Procedures and Town rules and regulations.
6. Light refreshments may be served. Any drink with a high potential to cause stains (i.e., Kool-Aid, grape juice) may not be served.
7. Groups must bring any supplies needed for use. The Town cannot provide equipment, refreshments, or copying services.
8. Use of the Municipal Chamber by the public shall be exclusive of Town holidays.
9. Use of the Municipal Chamber after normal business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) is generally not permitted by anyone other than the Town Council, Boards, Commissions, Town Personnel, or Town-affiliated associations.

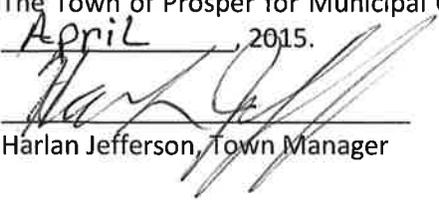
**SPECIAL NOTE:**

1. A Wi-Fi connection is available and information for connectivity can be obtained during scheduling.
2. The Municipal Chamber is not available for purely social functions (i.e. birthdays, showers, receptions, or similar celebrations).
3. Political groups (i.e. forums, meetings, gatherings, or other similar events) will be limited to one reservation within a 30-day period by any organization.

**For questions regarding these Policies and Procedures, or to schedule a reservation, please contact the Town Secretary at 972.569.1011 or [robyn\\_battle@prospertx.gov](mailto:robyn_battle@prospertx.gov).**

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The Town of Prosper for Municipal Chamber Reservations policy is hereby approved this 30<sup>th</sup> day of April, 2015.

  
\_\_\_\_\_  
Harlan Jefferson, Town Manager