



# SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

## OFFICE OF FINANCIAL SERVICES



# Financial Requirements and Procedures



# Accounting Grants Staff Contacts

Nicole Cannon Senior Accountant	<a href="mailto:EmeikaCannon@scdps.gov">EmeikaCannon@scdps.gov</a>	803-896-8426
Guerline Pierre Fiscal Technician	<a href="mailto:Guerlinepierre@scdps.gov">Guerlinepierre@scdps.gov</a>	803-896-8414
Robyn Conyers Grants Accounting Manager	<a href="mailto:RobynConyers@scdps.gov">RobynConyers@scdps.gov</a>	803-896-9355

# Terms & Conditions

Awardees are responsible for all Terms and Conditions of the grant, so please read before submitting. Please submit all inquiries to [EmeikaCannon@scdps.gov](mailto:EmeikaCannon@scdps.gov).

- Audit Requirements
- Non-Supplanting Agreement
- Contract Approval Requirements
- **Sole Source**
- Obligation of Grant Funds
- Utilization and Payment
- Recording & Documentation
- Financial Responsibility
- Program Income
- **Retention of Records**
- **Property Control – Use and Disposition**

# Purchase Approval

- Approval to purchase is required for all purchases regardless of the amount by submitting a quote, estimate, or shopping cart to [EmeikaCannon@scdps.gov](mailto:EmeikaCannon@scdps.gov)
- Email Example:
  - We're requesting approval to purchase the below items:
    - From Santee Automotive (quote is attached) -
    - 2022 Dodge Durango in the amount of \$34,587

SANTÉE AUTOMOTIVE		SHERIFF'S OFFICE- SRO (5) DODGE DURANGO V-8 AWD (5) ADDITION  WITH SPOTLIGHT GRANT 01/06/22	
2601 PAXVILLE HIGHWAY			
MANNING, SC 29102			
SCOTT WATFORD-803.386.9651-FAX 803.678.4297			
<a href="mailto:scott@tracsouth.com">scott@tracsouth.com</a>			
5	2022 DODGE DURANGO PURSUIT V-8 AWD		
Contract #: 4400027153			
Standard Equipment Included:			
3.3L V-6 Engine		8 Speed Automatic Transmission	
Seating- Front: Cloth Bucket, Rear Vinyl		Black Vinyl Floor Covering	
Law Enforcement Dome Lamp		Push Button Start	
Parkview Rear Backup Camera		U Connect Bluetooth	
Power Windows, Mirrors, and Door Locks-Keyless Entry		Full Size Spare Tire	
Air Conditioning		AM/FM Stereo	
Intermittent Wipers		Cruise Control W/Resume	
Power 8 Way Driver Seat		Power Steering	
Driver's Side Spotlight			
5	EXTERIOR: BLACK		
5	INTERIOR: BLACK		
5	SC STATE CONTRACT PRICE:	EACH	TOTAL
		\$30,862	\$154,310
5	Upgrade to a V8 Engine	\$3,085	\$15,425
5	Delivery to 657 Keith Drive	\$140	\$700
5			
		SUBTOTAL	\$170,435
5			
		IMF	\$2,500
5			
		TOTAL	\$34,587
			\$172,935
***NOTE***			
DUE TO COVID THERE IS A SHORTAGE OF CHIPS, LIMITED INVENTORY AND PROLONGED CUSTOM ORDERS- THEREFORE WE WILL PURCHASE VEHICLES THAT BECOME AVAILABLE WITHIN BUDGET.			

# Procurement

<http://procurement.sc.gov/PS/PS-index.phtml>



**SFAA** PROCUREMENT SERVICES  
State Fiscal Accountability Authority

Search

Site Search

New SC Office of the State Engineer Edition of the AIA Documents Available

Energy Independence & Sustainable Construction Advisory Committee

Iran Divestment Act

Office of State Engineer

Newest Content

SCBO Newsletter

Contract Search

New Vendor Info

About Us

Comment Form

Disclaimer

Contact Us

Procurement Services  
1201 Main St., Suite 600  
Columbia, SC 29201  
(803) 737-0600  
FAX: (803) 737-0639

**Agency Users**

- Contract Search
- Submit Requisition
- Construction
- Resources & Forms
- Vendor / Contractor Data
- Audits
- Green Purchasing

**Vendors/Contractors**

- Doing Business with State Government
- Vendor Registration
- Contracting Opportunities
- Submitting Offers
- Awarded Solicitations
- Protest & Dispute Decisions
- Construction
- Resources

**Political Subdivisions**

- Using Statewide Contracts
- School Districts
- Cities, Counties, etc.
- Resources

**General Information**

- SC Business Opportunities
- Procurement Policy
- Public Meeting Notices
- Transparency
- Procurement Offices & Officers
- State Holidays
- Reference Room
- Related Links
- Job Opportunities

**Training Opportunities**

- Training Program
- Courses & Registration
- IT Procurement Training
- Purchase Procurement Code Books

**Legal**

- Procurement Law
- Standard Clauses & Provisions
- General Information - Legal
- Administrative & Judicial Decisions
- Research Resources

**Contact Nicole  
Cannon for approval  
before proceeding  
with any purchases.**



# PROCUREMENT

## **Purchases under \$10,000.00**

- Small purchases not exceeding \$10,000 can be made without securing multiple competitive quotations if the prices are considered fair and reasonable.
- The request must be annotated “Price is fair and reasonable” and must be signed by the buyer.
- Multiple quotes, though not required, are often used to demonstrate that a price is “fair and reasonable.”
- Purchases must be distributed equitably among qualified suppliers.

## **Purchases \$10,000.01 to \$25,000**

### **Three written quotes**

- Written requests for written quotes from a minimum of three qualified vendors must be made for purchases greater than \$10,000 but not in excess of \$25,000.
- You must receive and retain in the purchase file at least three bona fide, responsive, and responsible quotes.
- You must receive and retain in the purchase file at least three bona fide, responsive, and responsible quotes.
- The written request for quotes must include a purchase description.
- Purchases must be distributed equitably among qualified suppliers.
- Purchases cannot be artificially divided in order to avoid competition.
- If 3 quotes cannot be obtained, must solicit in SCBO (No Bid responses are not acceptable)

# PROCUREMENT

## **Advertised Small Purchases \$25,000.01 to \$50,000:**

- Written solicitation of written quotes, bids, or proposals must be made for a purchase, other than for commercially available off the shelf products, above \$25,000 but not in excess of \$100,000.
- The solicitation must be advertised publicly in an appropriate widely distributed publication.
- At a minimum, the advertisement must contain (1) a description of the goods or services to be acquired, (2) how to obtain a copy of the solicitation, (3) when and where responses are due, and (4) the place of performance or delivery.
- The advertisement must be published with adequate notice in advance of the due date to allow for response by the prospective vendors, and in no case should notice be less than 7 days prior to the due date.
- A copy of the written solicitation and written quotes or proposals must be retained in the purchase file.
- The award must be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.



# PROCUREMENT

## Procurement File Retention

- The Procurement file must contain, at a minimum, copies of all quotes or proposals received, copies of written solicitations or written requests for quotations, copies of all written communications and e-mails related to the purchase, and a copy of the purchase order if a purchase order was used.
- The procurement file must be retained for three years after the date of the last payment is made or longer if the grant specifies a longer retention schedule.

# Procurement:

## State Contract

Rob Malpass, Procurement Manager  
Phone: (803) 737-5769  
Email: remalpass@mmo.sc.gov

Materials Management Office  
1201 Main Street, Suite 600  
Columbia, South Carolina 29201

Section: V  
Page: 6  
Date: 11/1/2016

### LE-5: Sedan, Full Size, Rear Wheel Drive, Pursuit Package Flex Fuel

<u>Contract Number:</u>	4400014505	<u>Contractor:</u>	Love Chevrolet
<u>Initial Contract Term:</u>	11/1/2016 - 10/31/2017	<u>Address:</u>	100 Parkridge Dr 29212 SC
<u>Contract Rollover Dates:</u>	TBD - TBD	<u>Vendor #:</u>	7000044959
<u>Order Cut Off Date:</u>	TBD	<u>Contact:</u>	Donna Casey
<u>Model:</u>	Caprice PPV - 1EW19	<u>Email:</u>	<a href="mailto:governmentsales@loveauto.com">governmentsales@loveauto.com</a>
<u>Commodity Code:</u>	07105	<u>Telephone:</u>	803-794-9004
<u>Delivery Days ARO:</u>	190	<u>Fax:</u>	803-926-7467

**Contact Nicole  
Cannon  
Accounting for  
approval before  
proceeding with  
any purchases.**

# SCBO

## Instructions:

- Go to <https://scbo.sc.gov/>
- Click on SCBO
- Click on [Create A SCBO Advertisement](#)

# Request for Payment/Quarterly Fiscal Report

REPORTING PERIOD	DUE DATE
January 01 – March 31	May 1, 2021
April 1 – June 30	Aug 1, 2021 Final Report

- Request for payments will be made on a reimbursable basis.
- If an agency has a financial hardship that justifies payment in advance, a written justification of need for an advance payment may be submitted to Nicole Cannon at [EmeikaCannon@scdps.gov](mailto:EmeikaCannon@scdps.gov) consideration.
- Note: the first page of the Request for Payment is the Quarterly Fiscal Report, also a summary.
- **RFP's may also be submitted on a monthly basis.**

12

# Request for Payment – PAGE 1

## Summary of all Activity

### Instructions PAGE 1

- SECTION 1 -- GENERAL INFORMATION: Self-Explanatory
- SECTION 2 -- SALARY/FRINGE REIMBURSEMENT REQUEST

#### **SALARY/FRINGE PAYMENT THIS QTR**

- Enter the total monthly or quarterly salary and fringe amount for each SRO on the this line.

#### **TOTAL SALARY/FRINGE EXPENDITURES TO DATE**

- Enter the cumulative amount of salary and fringe paid for each School Resource Officer by quarter.

- SECTION 3 -- EQUIPMENT, OTHER, AND TRAVEL REIMBURSEMENT REQUEST

#### **SALARY/FRINGE PAYMENT THIS QTR**

- Enter the total expenditures for equipment, other, and travel on this line.

#### **TOTAL SALARY/FRINGE EXPENDITURES TO DATE**

- Enter the cumulative amount for equipment, other, and travel by quarter.

- SECTION 4 -- TOTAL REIMBURSABLE COSTS – Enter the total costs for each budget line in Section 3.
- SECTION 5 -- CERTIFICATION: Self-Explanatory

# Request for Payment – PAGE 2

## Summary of Personnel Activity

### Instructions PAGE 2

**Summarize** the amount requested in the “**Salary Fringe Payment This QTR**” field on page 1 of the RFP form on this page.

- Add the name of each SRO
- Add Job Title
- Add number of regular and overtime hours worked
- Add Base Salary for period
- Add Fringe Benefits for period
- Summarize the total salary and fringe for period

**DOCUMENTATION REQUIREMENTS:** Submit copies of timesheets and payroll reports generated by your agency’s accounting system for the period.

- Salary documentation should show the salary, fringe, and employer contributions for each SRO on the award.



# Request for Payment – PAGE 3

## Equipment and Other

### Instructions PAGE 3

**I. Equipment(itemize)** – Enter the amount of each item purchased in the approved budget in the corresponding columns.

Example:

AWARD NO.:		RFP BUDGET DETAILS		Page 3	
CATEGORIES			AMOUNT	TOTAL	
<u>USE WHOLE DOLLARS ONLY</u>					
<b>I. EQUIPMENT</b> (Itemize - DO NOT use brand name)					
ITEM(S) MUST BE IN APPROVED AWARD BUDGET					
<u>ITEM</u>	<u>QUANTITY</u>				
Dodge Durango	1		35,000.00	✓	35,000.00
Mobile Radio	1		6,500.00	✓	6,500.00
Portable Radio	1		5,500.00	✓	5,500.00
Taser	1		1,500.00	✓	1,500.00
Radar	1		2,500.00	✓	2,500.00
<b>TOTAL EQUIPMENT:</b>			<b>51,000.00</b>	✓	<b>51,000.00</b>

- Includes any individual item \$1,000 or over
- Vehicle “packages” include accessories
- Computer “packages” include printer/acc. (**Exception: Software**)
- **DOCUMENTATION REQUIREMENTS:** Submit a copy of the *paid* receipt or invoice reflecting a description of the item(s) purchased, the quantity and the cost.
- **Obtain quotes to get realistic & updated costs for various items.**

# Request for Payment – PAGE 3 Cont.

## Equipment and Other

### Instructions PAGE 3

**II. Other(itemize)** - Enter the amount of each item purchased in the approved budget in the corresponding columns

Example:

<b>II. OTHER:</b> (Itemize)				
ITEM(S) MUST BE IN APPROVED AWARD BUDGET				
				-
Rifle	1	500.00		500.00
Primary Handgun	1	500.00		500.00
Registration Fees	500	500.00		250,000.00
Uniforms and Accessories	1	1,200.00		1,200.00
Duty Belt	1	450.00		450.00
Body Armor	1	800.00		800.00
Body Camera	1	900.00		900.00
<b>TOTAL OTHER:</b>		<b>4,850.00</b>		<b>254,350.00</b>

**DOCUMENTATION REQUIREMENTS:** Submit a copy of the paid receipt, invoice, order summary for items purchased from the internet reflecting a description of the item(s) purchased, date, and the quantity and cost.

◆ **NO MISCELLANEOUS ALLOWED**

# Request for Payment – PAGE 4

## Travel Support Document

### Travel

**Reimbursement for travel expenses is restricted to only those individuals included in the currently approved award budget. The rate for mileage and meals must be consistent with what is in the approved grant budget and the agency's policies and regulations.**

This overview is not a substitute for reading and understanding the full travel reimbursement policies on the CG's Travel website.

- The TRAVEL Support Document (Page 4 of the RFP Form) – is an tool for the School Resource Officer to keep track of travel his/her expenses. It must be submitted with signature of the SRO and Project Director.
- DPS and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DPS travel reimbursement policies.
- Awardees must follow the same travel rules that state employees follow when on official, approved travel status for DPS-related business.
- Similar documentation and receipts that state employees provide must be submitted in order to be reimbursed.

# Request for Payment – PAGE 4

## Travel Support Document

### Travel - Lodging

- Must adhere to the Federal GSA for lodging. Verify lodging rates on the GSA website at <http://www.gsa.gov> at the time of grant budget preparation.
- Note rates vary by location. If your location is not listed, **the current default rate is \$96 per person, per night.**
- Lodging accommodation will be reimbursed for official award activity such as training and conferences.
- Awardee must be at least 50 miles from their assigned location.

**Note: Some hotels may say they have a “government” or “special” rate, but it may be higher than the official GSA rate. Please make it known that you are traveling on State business and are not a Federal employee when making reservations. Hotels are NOT required to match the GSA rate. The traveler will be responsible for any amount over the published GSA rate.**

#### DOCUMENTATION REQUIREMENTS:

A hotel folio must be submitted as back up documentation in order to be reimbursed. It must include the following:

- Hotel Name and Address
- Name of room occupant(s)
- Dates of stay
- Amount charged for nightly rate by day
- Taxes and fees applicable by day
- Total Amount Charged
- Zero Balance

Gracious International Inns				
111 East 1st, Houston, TX. 77030				
(713) 660-9379				
Guest Name Auditor, Ima		Folio Number	Page 1	
LBJ State Off. Bldg., 111 E. 17th		Suite Number	K1-7077	
Austin, Tx. 78774		Suite Type	1123	
Tx. Comptroller		No. of Guests	STQT	
		Rate	1	
		Account Number	80.00	
			JAM	
Arrive 10-Feb-03		Time 5:26	Depart 12-Feb-03	Time 7:23 AM
Date	Description	Charges	Credits	
10-Feb-03R11123	Room Charge - Studio 1-4	80.00		
10-Feb-03T21123	State Occupancy Tax	4.80		
10-Feb-03T31123	City Tax	5.60		
10-Feb-03T41123	County Tax	3.20		
11-Feb-03R11123	Room Charge - Studio 1-4	80.00		
11-Feb-03T21123	State Occupancy Tax	4.80		
11-Feb-03T31123	City Tax	5.60		
11-Feb-03T41123	County Tax	3.20		
12-Feb-03MC 7:23	Paid-Mastercard XXXXXXXXXXXXXXX780		187.20	
Checked Out		0.00		

# Request for Payment – PAGE 4

## Travel Support Document

### Travel – Per Diem/Meals

Submit a copy of the agency's internal travel approval reflecting the amount of funds disbursed to the person. The form must be signed by the employee's supervisor or grant official. If the person is paid for actual expenditures for each meal, a copy of each receipt is required, and the grant cannot be charged at a "per diem" rate.

**For meal reimbursement awardee must be at least 10 miles away from their headquarters and residence and the trip arrival and departures must meet the rules listed below:**

DAILY	In-State	Out-of-State	Departure	Arrival
Breakfast	\$ 8.00	\$ 10.00	prior to 6:30 am	prior to 1:30 pm*
Lunch	\$10.00	\$ 15.00	prior to 11:00 am	prior to 8:30 pm
Dinner	\$17.00	\$ 25.00	prior to 5:15 pm	after 8:30 pm
Maximum	\$35.00	\$50.00	prior to 6:30 am	after 8:30 pm

- The time limitation for breakfast will not apply for overnight trips with early morning returns
- Receipts are not required per state requirements but may be required for local requirements
- The federal rates for meals and incidents rates do not apply to awardees being reimbursed with DPS Awards.
- One-day trip meals are NOT reimbursable in most cases. One-Day trip with no over-night stay, meals are not reimbursable unless the awardee is at least 10 miles from headquarters AND residence AND meet other requirements.
- Dinner is reimbursable if the Awardee leaves HQ before 5:15pm and returns after 10:00pm. Meals already paid for as part of a registration fee are not reimbursable.

# Request for Payment – PAGE 4

## Travel Support Document

### Travel – Per Diem/Meals

- Meals included with registration fees or in lodging fees are not reimbursable unless a valid, written justification is provided to explain why the Awardee could not participate in the meal.
- Continental breakfasts and “receptions” are not considered meals.
- If the hotel provides a hot breakfast (including a hot protein like eggs, bacon, etc.) the Awardee cannot request a breakfast reimbursement.

### Travel – Airfare

- Airfare requests for reimbursement must show the following:
  - Airfare rate/charges paid receipt
  - Airline baggage fees paid receipt
  - Flight itinerary
- No federal or state funds may be used to purchase first class airline tickets. An Awardee while traveling on business of the award is required to use the most economical mode of transportation.



# Request for Payment – PAGE 4

## Travel Support Document

### Travel – Meals

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- No federal or state funds may be used to purchase first class airline tickets. An Awardee while traveling on business of the award is required to use the most economical mode of transportation.

### Travel – Other Transportation

- A receipt may be required depending on the source of transportation.

# Request for Payment – PAGE 4

## Travel Support Document

### Travel – Registration Fee

**Registration fees requests for reimbursement must include a paid receipt with the following detail:**

- Event Name
- Dates and times
- Amount Paid
- An agenda showing if meals are included or not

# Request for Payment – PAGE 5

## Monthly Mileage Log

The Monthly Mileage log(Page 5 of the RFP Form) – is an optional tool for the School Resource Officer to keep track of travel his/her mileage. It must be submitted with signature of the SRO.

- All requests for mileage reimbursement must include the following documentation:
  - Employee Name
  - Employee headquarters (work address)
  - Date(s) of travel
  - Destination (address)
  - Purpose of Trip
  - Miles Traveled
  - Mileage Reimbursement rate (must not exceed SC State employee reimbursement rate)
  - Total Reimbursement requested

### TRAVEL – Mileage Rate

1/1/2022 – 12/31/2022:

Regular miles: \$0.585 per mile

# Property Control Form

SOUTH CAROLINA												PAGE	1	OF	1
DEPARTMENT OF PUBLIC SAFETY															
PROPERTY CONTROL RECORD FORM															
Provide an inventory of all assets designated as equipment, and any item capable of reassignment purchased with State funds during the life of the award. All weapons (lethal or not) must be listed with Serial Numbers regardless of unit cost.															
AWARD NUMBER		SR-001-N1200-22													
AWARDEE NAME AND ADDRESS		Richland County Sheriff's Department													
PROJECT DIRECTOR NAME		Lt. Muller													
SCHOOL DISTRICT NAME		Richland County													
NAME OF COUNTY OR CITY		Richland County - Columbia													
EQUIPMENT INFORMATION															
Item Description: Dodge Durango															
Serial NO./ID NO.: 1B4HR28N61F61874												Asset No.: 120			
Date of Purchase: 8/1/2021						Invoice No.: 1520			Vendor Name: Santee Automotive						
Total Cost: \$34,587						Purchased by: Chief Brown									
Assigned to: SRO John Williams															
Equipment location: Bryson Elementary School															
Equipment Purpose: To Peform SRO duties															

Each item of equipment acquired under the award must be reported on this form if the cost of the equipment is \$1,000 or more and has a useful life of one year or more. This form must be included with the final Request for Payment for the grant or request for reimbursement. The final Request for Payment will not be processed without this form.