



SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Financial Services

SC DEPARTMENT of PUBLIC SAFETY

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Financial Requirements and Procedures

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Terms & Conditions

Located in SCDPS Grants, the Terms & Conditions are the awardee's responsibility. Please submit all inquiries and correspondence to SROAccountingTeam@scdps.gov.

- Availability of Funds
- Non-Supplanting Agreement
- Budget Revision Requirements
- Sole Source Procurement
- Utilization and Payment of Award Funds
- Deobligation of Award Funds

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Purchases

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Purchase Approvals

Per Special Condition # 16, all purchases must be approved by the SCDPS Grants Accounting Team in writing prior to obligating award funds. Email requests to purchase to:

SROAccountingTeam@scdps.gov.

The email requesting approval to purchase equipment/other items should:

- Written quotes that are within their validity period
- Your grant/award number
- Vendor information
- Quotes need to be itemized and show the quantity for all items being requested and have a total
- If requesting approval for a vehicle that the vehicle vendor will be sending to the upfitter, the quote for the upfit must be included in the prior approval request.

Failure to submit purchases for approval could prevent reimbursement.

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Procurement

This is a state-funded grant, therefore, we follow state procurement guidelines. Vendors on statewide term contract are preferred when procuring items.

<https://www.procurement.sc.gov/contracts>

dps Division of Procurement Services

Home Audit & Certification Legal Political Subdivisions SCBO Training Opportunities

Home > Statewide Term Contracts

Statewide Term Contracts

SCEIS Contract Search
Purchasing Card (P-Card)

Goods & Services Contract Search
Information Technology Contract Search
Daily Fuel Prices

What is a statewide "term" contract?

A statewide "term" contract is a contract for the indefinite delivery of an indefinite quantity of specific supplies or services to be furnished as needed and upon request during a fixed period.

- These contracts can be established only by one of the state's chief procurement officers.
- Use of "term" contracts is mandatory for all "governmental bodies," as that term is defined in the Procurement Code.

For additional tips, see the attached FAQ.

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, however, at least one written quote is required.
- 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.

Procurement

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

- Three written quotes from qualified vendors must be made for purchases not on State Contract that are 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.
- 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.
- Meaning you can not submit two or more requisitions to the same or similar vendors in order to avoid competitive bid requirements.
- If 3 quotes cannot be obtained, must solicit in SCBO (No Bid responses are not acceptable)

Procurement

Purchases \$25,000 to \$100,000

- Advertised small purchases \$25,000 to \$100,000 – can be advertised in SCBO
- Purchases \$25,000 to \$100,000 not on State Contract will need to be advertised for at least 7 days.
 - \$50,000 - \$100,000 can be protested
- 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.
 - SCBO
 - Go to <https://scbo.sc.gov/>
 - Click on SCBO
 - Click on Create A SCBO Advertisement

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
- A copy of the invoice(s) and 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.

Disposition of Equipment

If equipment purchased with grant funds is destroyed, being replaced/upgraded, or is no longer needed, contact Grants Accounting at SROAccountingTeam@scdps.gov.

- In the email, include the equipment description, the grant number under which the equipment was purchased, and an explanation regarding why the equipment is being disposed of. Grants accounting will then provide you with further instructions.
- It is important to keep records for all equipment purchased with grant funds for a period of three (3) years from the date of final disposition.



Request for Payment/Quarterly Fiscal Report

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Request for Payment/Quarterly Fiscal Report

REPORTING PERIOD/QUARTER	DUE DATE
July 1 - September 30	October 30
October 1 - December 31	January 30
January 1 - March 31	April 30
April 1 - June 30	July 30

All Request for Payment must be sent to SROAccountingTeam@scdps.gov

- Request for payments will be made on a reimbursable basis.
- RFPs must be sent quarterly but can be sent more frequently.
- Extension requests for Request for Payment due dates may be submitted for consideration by sending an email to SROAccountingTeam@scdps.gov.
- Neither purchases nor salaries can be reimbursed outside of your grant year/award period.

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Request for Payment

SUMMARY STATEMENT OF FULL TIME FRINGES

Page 3

Subgrantee Name: _____

Grant No.: _____

Name of Employee Performing Work: _____

*****Please submit one form for each SRO*****

Fringe Benefits Breakdown		
Type	Rate	Amount
FICA and Medicare	7.65%	
Retirement	%	
Worker's Comp	%	
Unemployment	%	
Health		
Dental		
Preretirement Death Benefit		
Life Insurance		
Other (detailed below)		
Long-term Disability		
Short-term Disability		
Accidental Death/Dismemberment		
Vision		
Other		
Total Fringe Benefits*		\$

*This amount should match prorated salary fringe benefits on the Summary Statement of Full Time Activity Performed on page 2.

Page 3 – Summary Statement of Full Time Fringes

- Submit this page for each SRO by adding a tab.
- Add fringes not listed in the “other” section.
- PORS Retirement updates July 1.
- Workers compensation rates and other fringes typically change Jan 1.
- Totals from this form should match the Fringe Benefits column on page 2.

Request for Payment

Documentation Requirements

- Daily Timesheets
- Detailed payroll reports generated by your agency’s accounting/payroll system
- A statement regarding the agency’s full-time policy (how many hours before overtime is paid)
- Worker’s Compensation Rate (statement from SCMIT or SC State Accident Fund)
- Supporting documentation for health, dental, etc. premiums (PEBA Roster, insurance cost report, HR policy that states employer paid portions)
- Police Retirement (PORS) Contribution Rate
- If your agency pays for the employee portion of fringes, the policy must be included.
- E-mails and Excel sheets are generally not acceptable forms of documentation.

Request for Payment

RFP BUDGET DETAILS			Page 4
CATEGORIES	GRANTOR AMOUNT	QUANTITY	TOTAL
<p>IV. EQUIPMENT: Itemize using the verbiage from budget lines in your award and do not round the totals.</p> <p>ITEM(S) MUST BE IN APPROVED GRANT BUDGET</p> <p>ITEM DESCRIPTION</p>			
TOTAL EQUIPMENT:			\$ -

Page 4 (top) – RFP Budget Details Equipment

- Enter the amount for each invoice reimbursement is being requested for.
- Totals should be actuals, with no rounding.

DOCUMENTATION REQUIREMENTS: Submit a copy of the paid receipt or invoice reflecting a description of the item(s) purchased, approval for the purchase, & the quantity.

****A SIGNED PROPERTY CONTROL FORM IS REQUIRED**

Property Control Form

- All items with a minimum cost of \$2,500.00 and any sensitive items must have a Property Control Form submitted with the RFP. These are the items on the top of page 4 of the RFP.
- Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.

SOUTH CAROLINA 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 items with a minimum cost of \$2,500 and any sensitive items must have a Property Control Form submitted with the corresponding Request for Payment. Sensitive items include weapons, laptops, radar units, portable radios, body armor, ballistic shields, or any item subsequently deemed a sensitive item by the SCDPS.	
AWARD NUMBER	
SUBGRANTEE NAME AND ADDRESS	
PROJECT DIRECTOR NAME	
EQUIPMENT INFORMATION	
Item Description:	
VIN/Serial #:	
Date of Purchase:	Invoice No.:
Total Cost:	Purchased by:
Assigned to:	Vendor Name:
Assigned School:	

Request for Payment

Page 5 – Travel Support

Verify lodging rates on the GSA website at <http://www.gsa.gov>

- Rates vary by location, use the zip code to best identify the rate category your hotel will fall under.
- 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 if the higher rate was not pre-approved on the training request form.

DOCUMENTATION REQUIREMENTS:

- Conference/Training Agenda that includes event name
- Certificates of Completion for each SRO
- Approved training request from program coordinator
- Hotel folio must be submitted as backup documentation in order to be reimbursed. It must include the following:
 - Hotel Name and Address
 - Name of room occupant(s)
 - Dates of stay
 - Amount for nightly rate by day, taxes and fees applicable by day, total amount charged, Zero Balance

Request for Payment

In State - Maximum of \$35.00/Day = \$8.00 Breakfast / \$10.00 Lunch / \$17.00 Dinner			
When Departure Time Is:	And Return Time is:	Claim:	Authorized Meals
Prior To 6:30 A.M.	Later Than 11:00 A.M.	\$8.00	Breakfast
Prior To 6:30 A.M.	Later Than 1:30 P.M.	\$18.00	Breakfast & Lunch
Prior To 6:30 A.M.	Later Than 8:30 P.M.	\$35.00	Breakfast, Lunch & Dinner
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 1:30 P.M.	\$10.00	Lunch
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 8:30 P.M.	\$27.00	Lunch & Dinner
Later Than 11:00 A.M. & Prior To 5:15 P.M.	Later Than 8:30 P.M.	\$17.00	Dinner
Out of State - Maximum of \$50.00/Day = \$10.00 Breakfast / \$15.00 Lunch / \$25.00 Dinner			
When Departure Time Is:	And Return Time is:	Claim:	Authorized Meals
Prior To 6:30 A.M.	Later Than 11:00 A.M.	\$10.00	Breakfast
Prior To 6:30 A.M.	Later Than 1:30 P.M.	\$25.00	Breakfast & Lunch
Prior To 6:30 A.M.	Later Than 8:30 P.M.	\$50.00	Breakfast, Lunch & Dinner
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 1:30 P.M.	\$15.00	Lunch
Later Than 6:30 A.M. & Prior To 11:00 A.M.	Later Than 8:30 P.M.	\$40.00	Lunch & Dinner
Later Than 11:00 A.M. & Prior To 5:15 P.M.	Later Than 8:30 P.M.	\$25.00	Dinner

- The date and time the officer departs his/her home and the date and time he/she returns are needed to calculate per diem.
- If travel is within ten (10) miles of an officer's official headquarters and/or home, meals cannot be reimbursed. Receipts are not required per state requirements.
- 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.

