

COMMENT DUE DATE: February 16, 2021

Date: January 15, 2021

Iyla Griffin, Administrative Officer II, FS 405-889-1256
Nancy Kelly, Policy Specialist, Legal Services – Policy 405-522-6703
Dena Thayer, Programs Administrator, Legal Services - Policy 405-693-6542

It is important that you provide your comments regarding the **draft copy** of policy by the comment due date. Comments are directed to *STO.LegalServices.Policy@okdhs.org. The proposed amendment is **permanent**.

SUBJECT: CHAPTER 2. ADMINISTRATIVE COMPONENTS

Subchapter 11. ~~Finance~~ Financial Services

Part 8. General Provisions

340:2-11-79 [REVOKED]

340:2-11-79.1 [AMENDED]

340:2-11-85 through 340:2-11-87 [AMENDED]

340:2-11-91 through 340:2-11-92 [AMENDED]

340:2-11-97 [AMENDED]

340:2-11-98 [REVOKED]

Part 9. Travel Reimbursement

340:2-11-115 [AMENDED]

340:2-11-116 [REVOKED]

340:2-11-117 [AMENDED]

340:2-11-118 [ISSUED]

340:2-11-119 through 340:2-11-119.1 [AMENDED]

340:2-11-119.2 [NEW]

340:2-11-121 [AMENDED]

Part 13. Electronic Benefit Disbursement

340:2-11-150 through 340:2-11-151 [AMENDED]

Subchapter 13. Contracts and Purchasing Unit [REVOKED]

Part 7. Contracts and Purchasing [REVOKED]

340:2-13-75 through 340:2-13-104 [REVOKED]

(WF 21-2E)

SUMMARY:

The proposed amendments to Chapter 2, Subchapters 11 and 13, amend the rules to: (1) update public information regarding Oklahoma Human Services (OKDHS) operating procedures and governing bodies; (2) remove duplicative rules; and (3) update program language and division name.

PERMANENT APPROVAL: Permanent rulemaking is requested.

LEGAL AUTHORITY: Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes (56 O.S. § 162); Administrative Procedures Act, 75 O.S. §§ 250 et. seq.; the Oklahoma Central Purchasing Act, 75 O.S. §§ 85.1 et. seq.; and Article XXV.

Rule Impact Statement

To: Programs administrator
Legal Services - Policy

From: Iyla Griffin, AO II
Financial Services

Date: December 18, 2020

Re: **TITLE 340. DEPARTMENT OF HUMAN SERVICES**
CHAPTER 2. ADMINISTRATIVE COMPONENTS
Subchapter 11. ~~Finance~~ Financial Services
Part 8. General Provisions
340:2-11-79 [REVOKED]
340:2-11-79.1 [AMENDED]
340:2-11-85 through 340:2-11-87 [AMENDED]
340:2-11-91 through 340:2-11-92 [AMENDED]
340:2-11-97 [AMENDED]
340:2-11-98 [REVOKED]
Part 9. Travel Reimbursement
340:2-11-115 [AMENDED]
340:2-11-116 [REVOKED]
340:2-11-117 [AMENDED]
340:2-11-118 [NEW]
340:2-11-119 through 340:2-11-119.1 [AMENDED]
340:2-11-119.2 [NEW]
340:2-11-121 [AMENDED]
Part 13. Electronic Benefit Disbursement
340:2-11-150 through 340:2-11-151 [AMENDED]
Subchapter 13. Contracts and Purchasing Unit [REVOKED]
Part 7. Contracts and Purchasing [REVOKED]
340:2-13-75 through 340:2-13-104 [REVOKED]
(WF 21-2E)

Contact: Iyla Griffin, Administrative Officer II, 405-889-1256.

A. Brief description of the purpose of the proposed rule:

Purpose.

The proposed amendments to Chapter 2, Subchapters 11 and 13, amend the rules to: (1) update public information regarding Oklahoma Human Services (OKDHS) operating procedures and governing bodies; (2) remove duplicative rules; and (3) update program language and division name.

Strategic Plan Impact.

The proposed amendments support OKDHS goals by continuously improving systems and processes.

Substantive changes.

SUBCHAPTER 11. ~~FINANCE~~ FINANCIAL SERVICES

Part 9. Travel Reimbursement

Oklahoma Administrative Code (OAC) 340:2-11-79 is revoked to combine it with OAC 340:2-11-79.1.

OAC 340:2-11-79.1. is amended update program names and include 340:2-11-79.

OAC 340:2-11-85 is amended to: (1) cite regulating statute, (2) reflect program name changes; and (2) remove unclear language.

OAC 340:2-11-86 is amended to: (1) cite regulatory authority for state series 700 revolving funds; and (2) remove unclear language.

OAC 340:2-11-87 is amended to cite regulatory authority.

OAC 340:2-11-91 is amended to: (1) update regulatory authority for claims audit; and (2) remove unclear language.

OAC 340:2-11-92 is amended to: (1) update regulatory authority for warrant control; and (2) remove inaccurate language.

OAC 340:2-11-97 is amended to: (1) include citation of federal authority for OKDHS public assistance cost allocation plan.

OAC 340:2-11-98 is revoked because language is duplicative and unnecessary.

Part 9. Travel Reimbursement

OAC 340:2-11-115 is amended to reflect the current governing body regulating travel reimbursement.

OAC 340:2-11-116 is revoked as duplicative and unnecessary.

OAC 340:2-11-117 is amended to (1) add specific and clarifying language to Section and (2) update regulatory authority for travel authorization exemptions.

OAC 340:2-11-118 is reinstated to (1) add Section for travel reimbursement requests.

OAC 340:2-11-119 is amended to (1) narrow the scope of the Section to Vehicle Travel Reimbursement and (2) reflect changes in state statute.

OAC 340:2-11-119.1 amended to (1) provide citation of state authority, and (2) reflect changes in current OKDHS reimbursement requirements.

OAC 340:2-11-119.2 is created to (1) add Section specific for public transportation reimbursement, and (2) add clarifying language.

OAC 340:2-11-121 is amended to (1) cite regulatory authority and (2) remove inappropriate language.

Part 13. Electronic Benefit Disbursement

OAC 340:2-11-150 is amended to change the payment calculation and frequency for overpayment collection. Amendments include a lengthening the time period for overpayment collection when viability of a childcare provider is in question.

OAC 340:2-11-151 is amended to correct citation of regulatory authority.

SUBCHAPTER 13. Contracts and Purchasing Unit [REVOKED]

Part 7. Contracts and Purchasing [REVOKED]

OAC 340:2-13-75 through OAC 340:2-13-104 are revoked as they are: duplicative and unnecessary for public audiences.

Reasons.

The proposed amendments provide public information regarding operational changes, governing bodies, and reduction of duplicative rules. The proposed revocations will reduce overall duplication of state rules and to improve clarity of existing rules. The new rules improve public accessibility to subject matter.

Repercussions.

If the proposed amendments are not approved, public audiences may not be aware of operational changes that may result in financial impacts to agency providers or OKDHS.

Legal authority.

Director of Human Services; Section 162 of Title 56 of the Oklahoma Statutes (56 O.S. § 162); Administrative Procedures Act, 75 O.S. §§ 250 et. seq.; the Oklahoma Central Purchasing Act, 75 O.S. §§ 85.1 et. seq.; and Article XXV.

Permanent rulemaking approval is requested.

- B. A description of the classes of persons who most likely will be affected by the proposed rule, including classes that will bear the costs of the proposed rule, and any information on cost impacts received by the Agency from any private or public entities:** The classes of persons most likely to be affected by the proposed amendments are the citizens of Oklahoma and the recipients of OKDHS services. The affected classes of persons will bear no costs associated with implementation of the rules.
- C. A description of the classes of persons who will benefit from the proposed rule:** The classes of persons who will benefit are Oklahoma citizens as well as OKDHS recipients.
- D. A description of the probable economic impact of the proposed rule upon the affected classes of persons or political subdivisions, including a listing of all fee changes and, whenever possible, a separate justification for each fee change:** The proposed amendments do not have an economic impact on the affected entities. There are no fee changes associated with the proposed amendments.
- E. The probable costs and benefits to the Agency and to any other agency of the implementation and enforcement of the proposed rule, the source of revenue to be used for implementation and enforcement of the proposed rule and any anticipated effect on state revenues, including a projected net loss or gain in such revenues if it can be projected by the Agency:** The probable cost to OKDHS includes the cost of printing and distributing the rules, which is estimated to

be less than \$20. The proposed amendments will result in enhanced delivery of service to OKDHS recipients.

- F. A determination whether implementation of the proposed rule will have an impact on any political subdivisions or require their cooperation in implementing or enforcing the rule:** The proposed amendments do not have an economic impact on any political subdivision, nor will the cooperation of any political subdivisions be required in implementation or enforcement of the rules.
- G. A determination whether implementation of the proposed rule will have an adverse economic effect on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act:** There are no anticipated adverse effects on small business as provided by the Oklahoma Small Business Regulatory Flexibility Act.
- H. An explanation of the measures the Agency has taken to minimize compliance costs and a determination whether there are less costly or nonregulatory methods or less intrusive methods for achieving the purpose of the proposed rule:** There are no less costly or nonregulatory methods or less intrusive methods for complying with state mandates.
- I. A determination of the effect of the proposed rule on the public health, safety, and environment and, if the proposed rule is designed to reduce significant risks to the public health, safety, and environment, an explanation of the nature of the risk and to what extent the proposed rule will reduce the risk:** Implementation of the proposed amendments will bring the rules into compliance with state Statutes and Constitution, positively impacting the health, safety, and well-being of Oklahoma citizens.
- J. A determination of any detrimental effect on the public health, safety, and environment if the proposed rule is not implemented:** If the proposed amendments are not implemented, the rules will not be in compliance with state Statutes and the Constitution.
- K. The date the rule impact statement was prepared and, if modified, the date modified:** Prepared October 27, 2020; modified December 18, 2020.

SUBCHAPTER 11. ~~FINANCE~~ FINANCIAL SERVICES

PART 8. GENERAL PROVISIONS

340:2-11-79. Purpose [REVOKED]

Revised 7-1-06

~~The Finance Division Financial Services performs centralized accounting, fiscal reporting, claims auditing, payroll, and budgeting functions for the Oklahoma Department of Human Services.~~

340:2-11-79.1 Legal base and purpose

~~Revised 7-1-06~~ Revised 9-15-21

(a) Financial Services (FS) performs centralized accounting, fiscal reporting, claims auditing, payroll, and budgeting functions for Oklahoma Human Services (OKDHS).

(b) The Oklahoma Department of Human Services OKDHS operates its financial responsibilities in accordance with federal and state statutes and regulations listed in (1) through (10) of this subsection.

(1) Title 31 of the United States Code (U.S.C.) as amended sets forth federal cash management requirements.

(2) Title 62 of the Oklahoma Statutes (~~O.S.~~) as interpreted by the Procedures Manual of the Office of State Comptroller located in the Oklahoma Office of State Finance describes fiscal procedures.

(A) Section 41.21, paragraph B describes the pre-audit system and ~~claims~~ claim settlement procedures.

(B) Section 89.2 sets forth collateralization procedures.

(C) Section 203 establishes the Federal Disallowance Fund.

(3) The United States Office of Management and Budget (OMB) Circular A-87 sets forth requirements for a schedule of federal financial assistance.

(4) Sections 2011 and 2025 of Title 7 of U.S.C., interpreted by Sections 271 through 282 and 3015 of Title 7 of the Code of Federal Regulations provides for financial Supplemental Nutrition Assistance Program (SNAP) management of the Food Stamp Program.

(5) Section 24 of Title 56 of ~~O.S.~~ the Oklahoma Statutes (56 O.S. § 24) sets forth state SNAP requirements ~~regarding the Food Stamp Program.~~

(6) ~~Section 85 Title 74 O.S. §§ 85 et seq., otherwise known as the Oklahoma Central Purchasing Act,~~ describes procedures for procurement of supplies, services, and property.

(7) OMB Circular A-128 outlines the Single Audit Act requirements ~~of the Single Audit Act.~~

(8) ~~Sections 500.1 through 500.20 of Title 74 of O.S. §§ 500.1 through 500.20 provide the statutory authorization and limitations for travel reimbursement.~~

(9) Section 218 of Title II of the Federal Social Security Act provides for Social Security coverage for state and local employees.

(10) ~~Section 840 of Title 74 of O.S. otherwise known as § 840,~~ the Oklahoma Personnel Act, describes procedures regarding staff pay.

340:2-11-85. Collecting funds

~~Revised 7-1-06~~Revised 9-15-21

(a) **Central collection point.** ~~The Finance Division~~ Financial Services (FS) is responsible for collecting and initially disposing remittances from all sources received by ~~the Oklahoma Department of Human Services (OKDHS).~~ All OKDHS remittances are directed to ~~the Oklahoma Department of Human Services OKDHS,~~ Attn: Finance Division FS Revenue Processing, ~~P.O. PO~~ Box 53306, Oklahoma City, Oklahoma 73152.

(1) An employee may not endorse any remittance document on behalf of OKDHS without ~~the specific authorization of~~ from the ~~OKDHS~~ chief financial officer (CFO). ■

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(2) Each non-collectible remittance document, ~~for example,~~ such as a check returned for insufficient funds, is held by ~~the Finance Division FS~~ until final disposition.

(b) **Client trust deposits.** ~~Client trust accounts are maintained to manage and account for the financial assets of clients who are in OKDHS custody. Deposits typically arise from Social Security benefits, child support payments, and OKDHS-provided spending allowances provided by OKDHS. Client trust accounts are maintained, pursuant to Section 757 of Title 62 of the Oklahoma Statutes, to manage and account for financial deposits of clients who are in OKDHS custody.~~

(c) **Donated funds.** The CFO is authorized to accept gifts and bequests on behalf of OKDHS. OKDHS makes every effort to utilize gifts and bequests in accordance with donors' ~~wishes~~ specific intents and makes the contents of donated fund accounts available for public inspection. ■ 2

(d) **Accounts receivable.** ~~The Finance Division FS~~ manages and collects OKDHS accounts receivable.

(1) **Payments.** Payments to OKDHS are directed to ~~the Finance Division FS.~~ Each ~~payment~~ Payments must identify the ~~individual~~ OKDHS-issued applicable billing, or invoice, ~~issued by OKDHS~~ identification information. Failure to supply billing or invoice identification information may result in a debtor not being properly credited for payment.

(2) **Statements.** Monthly statements are generated and sent ~~for~~ to each OKDHS debtor ~~with a balance due OKDHS.~~

(A) Each statement indicates the previous balance, current charges, payments received, and current balance due.

~~(B) Statements are mailed to debtors.~~

~~(C) Payments are due within 90 90-calendar days of the invoice date which appears on this the statement.~~

~~(D) (C)~~ Each debtor who has not made payment or has not made other satisfactory payment arrangements within ~~90~~ 90-calendar days is notified in writing that the account may be referred for legal resolution, if when full payment is not made within ~~five~~ five-calendar days of receipt of the notice.

INSTRUCTIONS TO STAFF 340:2-11-85

~~Revised 7-1-06~~Revised 9-15-21

1. (a) When it is necessary to effect for the efficient flow of business, administrative staff, other than the Oklahoma Department of Human Services (OKDHS) chief financial officer (CFO), may be authorized to endorse remittance documents. ~~A memo is submitted by the administrator of the~~ The local office or facility administrator submits a memorandum to the CFO describing the situation that requires local endorsement of remittances remittance endorsements.
- (b) The appropriate operating unit(s) unit is notified when a remittance document(s) document is non-collectible.
2. Gifts or bequests are processed, ~~as described in per (1) through (6) of this Instruction.~~
 - (1) Upon notification of a gift or bequest, ~~the Finance Division~~ Financial Services (FS), in coordination with ~~the Legal Division~~ Legal Services (LS) general counsel and the Oklahoma Department of Human Services (OKDHS) program component for which the gift or bequest is intended, prepares an information memorandum for the OKDHS Director to present to the Oklahoma Commission for Human Services (Commission). The information memoranda memorandum identifies:
 - (A) the fund source of the funds;
 - (B) the amount;
 - (C) the intended use, as specified by the donor;
 - (D) the planned deposit arrangements planned;
 - (E) the specific uses to which the funds are applied; and
 - (F) any problems foreseen in accounting for or utilizing the funds.
 - (2) Gifts and bequests are not considered as income in the OKDHS budget process or in the State Equalization Board's revenue forecasting. Donations are not transferred to operational funds, but are deposited in interest-bearing OKDHS special accounts or designated State Treasury Funds from which donated monies are disbursed, consistent with the Oklahoma Central Purchasing Act.
 - (3) All donations are continuously reviewed by ~~the Finance Division~~ FS, in coordination with ~~the Legal Division~~ LS, and the responsible program component, to ensure OKDHS meets the conditions or other legal requirements ~~are fully met by OKDHS~~ and, the donor's specific intent of the ~~donor~~ is followed to the extent possible.
 - (4) ~~The Finance Division~~ FS ensures that all accounting obligations to donors, and all other OKDHS obligations of ~~OKDHS~~, are discharged in a timely manner.
 - (5) All disbursements from donated funds are made at the ~~request of the appropriate division director(s)~~ director's or designee designee's request. ~~The Finance Division~~ FS honors requests for disbursement in accord with all applicable state laws or other legal requirements of the gift.
 - (6) ~~The Finance Division~~ FS prepares for the ~~Commission~~ a quarterly accounting of donated funds including fund balances, disbursements, and receipts.

340:2-11-86. State Treasury Revolving Funds 700 Series

~~Revised 7-1-06~~Revised 9-15-21

(a) **Operations.** ~~The Finance Division~~ Financial Services (FS) processes deposits and provides accounting and claims processing functions for State Treasury Revolving Funds 700 Series in ~~accord with the approved applications for the respective State Treasury Revolving Funds 700 Series in accordance with the Office of Management and Enterprise Services (OMES) Statewide Accounting Manual.~~ ■ 1 State Treasury Revolving Fund ~~Funds 700~~ Series are primarily used to maintain, account for, and manage funds belonging to clients in the custody of the Oklahoma Department of Human Services (OKDHS) or residents in OKDHS-administered facilities administered by OKDHS. This account is also used to finance auxiliary activities ~~managed by both clients and staff for the benefit of clients at OKDHS facilities.~~ A separate accounting is maintained for each client and each auxiliary activity.

(b) **Unexpended cash.** Unexpended cash from client trust fund withdrawals for shopping, meals, recreation, and other similar activities, are re-deposited to the respective client trust accounts within State Treasury Revolving Fund ~~Funds 700~~ Series. Each facility is responsible for the safety of, and accounting for, all client trust fund cash ~~that is handled by staff, and for maintaining detailed documentation that clearly demonstrate the integrity of such cash-handling activities.~~

INSTRUCTIONS TO STAFF 340:2-11-86

~~Revised 7-1-06~~Revised 9-15-21

1. (a) Client trust fund disbursements are pre-audited. Each disbursement voucher is authorized by either an invoice or a disbursement request signed by an approved Oklahoma Department of Human Services (OKDHS) official. For State Treasury Revolving Fund Funds 700 Series, the disbursement authorization is signed by the client-owner of the funds.

(1) Each deposit is posted to the appropriate account immediately upon receipt. Deposit transactions are posted by the receiving facility business office or ~~the Finance Division~~ Financial Services (FS). ~~Reports of daily deposits are delivered to the respective facility, or other OKDHS operating entities, division responsible for custody of the individual client.~~

(2) Disbursements from State Treasury Revolving Fund Funds 700 Series are typically made to accomplish:

(A) purchases from private entities made by, or on behalf of, clients;

(B) clients' purchases ~~by clients~~ from resource center canteens;

(C) clients' requests ~~by clients~~ for funds;

(D) reimbursements to OKDHS for services rendered to clients; or

(E) expenditures for approved auxiliary activities ~~in accord with the purpose of the individual activities.~~

(3) ~~A client bank, petty cash operation, has been established and is located on the campuses of the Northern Oklahoma Resource Center of Enid (NORCE) and the Southern Oklahoma Resource Center (SORC). The purpose of these banks is to insure that the residents of these facilities have access to cash while providing a mechanism to engage in normal banking activities. The bank's operating capital is originally funded from~~

~~the resource center's administrative budget and is reimbursed on a daily basis by means of a state warrant issued from the individual client's trust account. Each banking operation has a teller window that is available to clients Monday through Friday during specified hours for financial transactions.~~

~~(b) Sales receipts by canteens at these resource centers are deposited and disbursed to pay for merchandise sold through State Treasury Revolving Fund 715. Excess funds are disbursed to benefit clients at the direction of the resource center's administrator. A separate accounting is maintained for each resource center canteen operation.~~

~~(1) Canteen receipts are deposited daily into accounts prescribed by the State Treasurer at local banks at the direction of individual resource center business manager.~~

~~(A) Resource center business office personnel prepare the applicable deposit slip identifying the:~~

- ~~(i) applicable bank account number;~~
- ~~(ii) State Treasury Revolving Fund 715;~~
- ~~(iii) deposit date; and~~
- ~~(iv) deposit amount.~~

~~(B) Upon bank teller certification, the business office submits one copy of each deposit slip to the Finance Division, Attention: Trust Accounts.~~

~~(2) A report of each resource center's canteen deposits is generated daily and delivered to the individual facility business manager.~~

~~(3) Each invoice or disbursement request must be signed by the applicable resource center's business manager or administrator or the administrator's designee. Disbursements are made:~~

- ~~(A) for the payment of items purchased for resale;~~
- ~~(B) for the canteen operational equipment;~~
- ~~(C) for client recreational activities; and~~
- ~~(D) to the Needy Pupil accounts maintained in State Treasury Revolving Fund 700. A Needy Pupil account is maintained at each facility. Disbursements are made at the direction of the facility's business manager and are used to benefit clients in need.~~

~~(4) Reports listing all daily transactions are generated by the Finance Division and delivered to the individual facility's business manager.~~

~~(c) Monthly allowances to children in OKDHS custody who reside in group homes are funded through State Treasury Revolving Fund 720.~~

~~(1) Claims supporting allowance expenditures must bear the authorizing signature of an employee designated by the Division of Children and Family Child Welfare Services division director.~~

~~(2) Reports listing all daily transactions are generated by the Finance Division FS and are delivered to the appropriate group homes.~~

~~(d)(c) State Treasury Revolving Fund 725 provides a controlled environment for local offices to deposit and disburse collections that arise from fund-raising activities and donations that are to be used solely for clients and potential clients. A separate accounting is maintained for each local office.~~

(1) Collections received at a local office that fit the State Treasury Revolving Fund 725 criteria are deposited daily to a an approved local banking institution ~~approved by the State Treasurer.~~

(A) ~~Deposit~~ Local banking institution deposit slips ~~ordered through the local bank~~ are used.

(B) A record of each deposit is recorded to the ~~Financial Division~~ FS information system.

(C) A copy of the deposit slip is forwarded to ~~Finance Division~~ FS, Attention: Trust Accounts.

(2) Disbursements are made by the local offices via pre-numbered warrants prepared and signed by designated personnel.

(A) Each local office is issued ~~a block of 50 warrants, with the bulk of warrant stock maintained by the Finance Division to be distributed~~ FS distributes remaining warrants as needed.

(B) A record of each disbursement is recorded to the ~~Finance Division~~ FS information system.

(C) Supporting documentation is forwarded to the ~~Finance Division~~ FS, Attention: Trust Accounts.

(3) Reports listing all daily transactions are generated by the ~~Finance Division~~ FS and are delivered to the appropriate local office.

340:2-11-87. Investments

~~Revised 7-1-06~~ Revised 9-15-21

(a) **Scope.** All investments are:

(1) made through, and with the approval of the State Treasurer; and

(2) transacted to yield the highest return in the safest manner.

(b) **Authority.** The Oklahoma Department of Human Services (OKDHS) is directed to engage in investing activity through legislation, federal regulations, or as may be instructed by a donation or bequest.

(1) A donation or bequest received by OKDHS is invested to achieve compliance with the benefactor's stipulations intent.

(2) Section 203 of Title 62 of the Oklahoma Statutes establishes the Federal Disallowance Fund to pay potential federal disallowances and interest penalties.

(3) Child Support ~~Enforcement~~ Services funds are ~~required by federal regulations to be invested, with the federal government sharing in the interest earned,~~ pursuant to Part 304.50 of Title 45 of the Code of Federal Regulations.

(c) **Investment objectives.** The Investment objectives of the investment practices are:

(1) principal safety of principal;

(2) a reasonable rate of return, as compared to current market conditions, with consideration of the prudent investor rule; and

(3) sufficient liquidity to meet specific fund objectives.

(d) **Investment instruments.** Investment instruments authorized for purchase by OKDHS are:

(1) obligations of the United States Government, commonly known as Treasury Bills and Treasury Notes;

- (2) collateralized or insured certificates of deposit at Oklahoma banks, savings banks, savings and loan associations, and credit unions ~~located in Oklahoma~~;
- (3) overnight repurchase and reverse repurchase agreements; or
- (4) as instructed by a donation or bequest.

340:2-11-91. Claims audit

~~Revised 7-1-06~~ Revised 9-15-21

Oklahoma ~~Department of Human Services (OKDHS), Finance Division~~ Financial Services (FS) pre-audits and prepares for payment all claims paid from administrative funds for payment, as pursuant to 62 O.S. §34.71, and clarified by the Office of Management and Enterprise Services Statewide Accounting Manual.

(1) Required information.

(A) Each claim or invoice submitted for payment must bear the vendor name, address, and the address to which payment is mailed. The ~~vendor~~ vendor's federal identification number (FIN) must be on file before a claim is processed for payment.

(B) Before an invoice is paid, information regarding the purchase must be submitted to ~~the Finance Division~~ FS, including:

- (i) the invoice date;
- (ii) the service or delivery date; and
- (iii) an itemized list of:
 - (I) goods or services;
 - (II) quantity quantities;
 - (III) ~~description~~ descriptions;
 - (IV) ~~price~~ prices; and
 - (V) ~~contract number~~ numbers, if when applicable.

(2) **Timely submission of claims claim submissions.** Claims against appropriated funds, including vendor claims for goods or services, are submitted within ~~90~~ 90-calendar days of service and cannot be paid after 30 months from the effective appropriation date of the fiscal appropriation to which the goods or services are charged.

(3) **Precluded payments.** OKDHS does not pay Oklahoma state sales tax, interest, or late charges except as pursuant to Section 41.4 of Title 62 of the Oklahoma Statutes.

340:2-11-92. Warrant control

~~Revised 7-1-06~~ Revised 9-15-21

(a) ~~The Oklahoma Department of Human Services OKDHS~~ OKDHS, ~~Finance Division~~ Financial Services (FS):

- (1) oversees the mailing of all ~~warrants generated through OKDHS~~ OKDHS-generated warrants as pursuant to Section 34.66 of Title 62 of the Oklahoma Statutes;
- (2) makes proper disposition of returned warrants; and
- (3) processes the issuance of replacement warrants.

(b) ~~State~~ OKDHS warrants are automatically canceled if they are not presented to the State Treasurer's Office for redemption within ~~90~~ 90-calendar days of the issue date.

Warrants canceled are reissued upon receipt of the canceled warrants and accompanying affidavits requesting request for replacement. Reissuance of public assistance warrants originally issued on or after February 1, 1992, is limited to within three years of the respective warrant cancellation dates. Refer to OAC 340:65-5-15 for rules regarding reissuance of a warrant issued but not received and OAC 340:65-5-19 for reissuance of a warrant when it is not redeemed within 90 days of the issue date. ■

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INSTRUCTIONS TO STAFF 340:2-11-92 [REVOKED]

Revised 7-1-06

1. ~~(a) Form ADM-44, Affidavit of Lost or Destroyed Warrant, is the basic instrument for implementing reissuance of cancelled warrants. Additional information may be needed to process a reissuance.~~
- ~~(b) Form ADM-44-A, Affidavit of Lost or Destroyed Voucher(s), is completed when benefits have been issued through the use of a voucher in lieu of a warrant.~~
- ~~(c) Form ADM-44-B, Affidavit of Forged Endorsement, is completed and provided with Form ADM-44 when a warrant was issued and cashed but was not cashed by the designated recipient of the benefit.~~
- ~~(d) Form ADM-44-C, Investigation Questionnaire, is used to obtain additional information that can assist in determining the status of an issued warrant.~~

340:2-11-97. Cost allocation

~~Revised 7-1-06~~ Revised 9-15-21

The Oklahoma Department of Human Services maintains a Public Assistance Cost Allocation Plan (PACAP) on file with the Department of Health and Human Services, Division of Cost Allocation, Region VI, a current, approved plan for the allocation of all administrative costs Cost Allocation Services division of the U.S. Department of Health and Human Services. Amendments to the PACAP are submitted and approved in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Section 2 of the Code of Federal Regulations.

340:2-11-98. Information system [REVOKED]

Revised 7-1-06

Data residing on the Finance Division information system, with the exception of client specific records, are public information. ■ 4

INSTRUCTIONS TO STAFF 340:2-11-98 [REVOKED]

Revised 7-1-06

1. ~~Oklahoma Department of Human Services (OKDHS) employees are responsible for protecting the integrity and security of data.~~

PART 9. TRAVEL REIMBURSEMENT

340:2-11-115. Purpose and authority

~~Revised 7-1-06~~ Revised 9-15-21

~~When conducting appropriately authorized state business, travel reimbursement is paid to employees and non-employees by the Oklahoma Department of Human Services (OKDHS). Travel reimbursement is authorized by Sections 500.1 through 500.20 of Title 74 of the Oklahoma Statutes and is clarified for implementation by the Oklahoma Office of State Finance, Office of State Comptroller Procedures Manual and the Division of Central Accounting and Reporting (DCAR) Newsletter. Employees and non-employees filing for travel reimbursement may refer to the Office of State Comptroller Procedures Manual and DCAR Newsletter for situations not covered in this part. When traveling on Oklahoma Human Services (OKDHS) -authorized business, OKDHS pays travel reimbursement to employees and non-employees. Travel reimbursement is authorized by Sections 500.1 through 500.37 of Title 74 of the Oklahoma Statutes and is clarified for implementation by the Office of Management and Enterprise Services Statewide Accounting Manual. ■ 1~~

INSTRUCTIONS TO STAFF 340:2-11-115

~~Revised 7-1-06~~Revised 9-15-21

1. ~~State statute may be accessed via the Internet on the Oklahoma Legislature Web site, <http://www.lsb.state.ok.us/> Oklahoma State Courts Network website, <https://www.oscn.net/applications/oscn/index.asp?frdb=STOKST&level=1>. The Procedures Manual Statewide Accounting Manual may be accessed on the Office of State Finance Web site, <http://www.osf.state.ok.us/comp-pm.html> OMES website, <https://omes.ok.gov/sites/g/files/gmc316/f/StatewideAccountingManual.pdf>.~~

340:2-11-116. Definitions [REVOKED]

~~Revised 7-1-06~~

~~The following words or terms when used in this Part shall have the following meanings unless the context clearly indicates otherwise:~~

~~"Map mileage" means the distance between areas designated in Oklahoma by the Oklahoma Department of Transportation and in other states by the Rand McNally Road Atlas. Non-employees may use an official Oklahoma state map for this purpose. Distances between towns are generally the shortest distance by public roads from the center of one town to the center of the other town.~~

~~"Overnight travel" means the non-employee or employee is in travel status for more than 18 hours, does not live or have their official duty station within 60 map miles of destination and it is reasonable for the employee or non-employee to get necessary sleep and rest to complete work.~~

~~"Per diem" means reimbursable charges for meals while in overnight travel status.~~

~~"Subsistence" means reimbursable charges for lodging while in overnight travel status.~~

~~"Travel status" means the absence of an employee from the official station or non-employee from his or her home while performing assigned official duties.~~

~~"Vicinity travel" means any travel made for official purposes not included in the calculation for map mileage.~~

340:2-11-117. General rules Travel authorization

~~Revised 7-1-06~~Revised 9-15-21

~~(a) Travel expenses incurred by a person during the course of seeking employment with the Oklahoma Department of Human Services (OKDHS), unless such travel is performed at the request of OKDHS, is not considered expenses incurred in performing substantial and necessary business to the state and is not reimbursed divisions establish appropriate lines of authority for approving employee and non-employee travel. ■ 1~~

~~(b) Reimbursement is made for meals and lodging when an employee or non-employee is in overnight travel status. An employee whose duties are normally mobile and statewide or multi-county in nature is not deemed to have an official station. For purposes of reimbursement when away from headquarters, such employee's hotel or other commercial facility is considered both the abode and point of official business.~~

~~(c) An employee or non-employee, authorized to travel, is responsible for planning in such a way that so travel expenses for transportation and subsistence are kept to a minimum. This includes, but is not limited to, sharing rooms and carpooling. An employee or non-employee whose job assignment entails field travel is responsible for making maximum use of all travel time are minimized including, but not limited to, sharing rooms and carpooling. This means that travel is planned and work organized to produce the greatest possible benefit to the State for the travel time involved.~~

~~(d)(c) Each employee or non-employee who incurs travel expenses is held liable under possible penalty of law for any falsified expense or misstatement of claim for reimbursement. Pre-approval is required for out-of-state travel. ■ 2~~

~~(e)(d) When an employee or non-employee is authorized to attend a meeting or training and the meeting or training include facilities that have been designated for the purpose of lodging participants, actual lodging expenses are claimed Pre-approval is required when requesting travel expense reimbursement incurred while volunteering for OKDHS-related events.~~

~~(f)(e) An employee or non-employee may be reimbursed, without pre-approval, for actual and necessary travel and lodging expenses under circumstances described in 4 (1) through 4 (4) of this subsection, per Section 500.9 of Title 74 of the Oklahoma Statutes.~~

~~(1) With the approval of the OKDHS Director, an employee Employees or non-employee non-employees required to attend hearings or meetings of any congressional committee or subcommittee or of any federal agency, board, or commission on behalf of OKDHS is are reimbursed for actual and necessary travel and lodging expenses.~~

~~(2) An employee of the Legal Division Services (LS) staff, while representing OKDHS, an official, or an employee it's officials, employees, institutions, or hospitals, at any proceeding, including depositions, is are reimbursed the actual and necessary expenses of travel, and lodging, and subsistence. The Legal Division LS general counsel and the OKDHS Director must approve expenses claimed the reimbursement request.~~

~~(3) An employee of OKDHS is employees are reimbursed for actual and necessary expenses of travel, and lodging, and subsistence expenses incurred in the performance of duties for the purpose of escorting and transporting children or adults in the care or custody of OKDHS, as described, for out-of-state,;~~

- (A) visitation, care, treatment, and placement of a child receiving Child Welfare services;
- (B) treatment for, or placement of, a client receiving Adult Protective Services;
- (C) treatment for, or placement of, a resident of a state resource center; or
- (D) treatment for, or placement of, an individual with a developmental disability who is living in the community in community residential services.

(4) OKDHS employees and non-employees may be reimbursed for travel that requires crossing a state line when the distance traveled in the other state is 150 miles or less one way, and the trip is deemed in the best interest of the client and OKDHS.

~~(g) All work related travel, per diem, or subsistence reimbursement claims are filed according to requirements in 1 through 9 of this subsection. ■ 1 Reimbursement is not made until all items required for processing a claim are satisfied.~~

~~(1) In-state and out-of-state travel claims must be filed separately by a non-employee.~~

~~(2) A travel claim filed by a non-employee must not exceed 31 days in travel status. ■-2~~

~~(3) A travel claim must not include travel status dates from more than one fiscal year.~~

~~(4) Travel claims must be filed within 90 days of the first date in travel status on the claim. Exceptions may be made by the appropriate chief officer.~~

~~(5) Claims for reimbursement of registration fees must be supported by corresponding paid receipts. Claims requesting reimbursement of prepaid registration fees for conferences, meetings, or workshops that were not attended are subject to the approval of the appropriate chief officer. Sufficient explanation and justification for failure to attend must accompany the claim.~~

~~(6) The nature of official business must be described in sufficient detail to enable persons reviewing the claim to understand the purpose of travel. ■-3~~

~~(7) An employee or non-employee may opt to assign a portion of the travel reimbursement claim to another entity. ■-4~~

~~(8) Attendance at conferences, seminars, or training must be pre-authorized to qualify for reimbursement. ■-5~~

~~(9) Only travel related expenses may be claimed as a part of a travel reimbursement claim. If an employee or non-employee incurs expenses while in travel status on behalf of OKDHS that are not travel related, such expenses must be claimed through the rules for purchasing such items. ■-6~~

INSTRUCTIONS TO STAFF 340:2-11-117

Revised 7-1-06 Revised 9-15-21

- 1. (a) An Employee files travel claims using the online Speed-E-Travel system. A non-employee files travel claims using Form ADM-6, Travel Claim. Each claim is approved by the person to whom the claimant is administratively responsible. Recorded approval indicates the acceptance of the claim as being within the regulations governing the expenditure. All staff authorized to approve travel claims must have Form F-S-222 10AD222E, Authorized Signature Card, on file in the Finance Division with prior to issuing an**

approval. Oklahoma Human Services (OKDHS) staff authorized to approve travel claims must have a current Form 10CL222E, Authorized Signature Card, on file with Financial Services (FS) prior to issuing an approval.

~~(1) Form ADM-6-B, Actual and Necessary Travel Expense Voucher, is used in lieu of Form ADM-6 when travel is claimed for actual and necessary travel expenses.~~

~~(2) Form ADM-6-C, Record of Lost Receipts and Daily Record for Actual and Necessary Travel Expenses, must be attached to Form Adm-6-B, when applicable. Form ADM-6-C is utilized in lieu of a lost receipt only after appropriate attempts have been made to obtain a copy of the lost receipt.~~

~~(b) Specific rules and Instructions to Staff are followed to complete a claim and are provided by category of item being claimed at:~~

~~(1) OAC 340:2-11-119 regarding reimbursement for travel;~~

~~(2) OAC 340:2-11-119.1 regarding reimbursement for lodging; and~~

~~(3) OAC 340:2-11-121 regarding per diem.~~

~~2. An employee is encouraged not to file travel claims for less than \$25. If an employee's travel cost is less than \$25 over a three-month period, a claim may be filed. OKDHS employees and non-employees complete Form 10AD002E, Request for Out-of-State Travel Authorization, and submit with request for reimbursement.~~

~~3. The nature of business is described fully, for example, using only the term "agency business" is not accepted. The nature of business requires the following elements for approval:~~

~~(1) List the title of the workshop or conference.~~

~~(2) If transporting a client, give the reason for the trip. Provide the client's case number.~~

~~4. (a) An employee makes assignment using the Speed-E-Travel system.~~

~~(b) For a non-employee, a separate Form ADM-6 must be completed when part of a claim is assigned to another entity. The assigned Form ADM-6 must contain all information completed in the course of filing a standard Form ADM-6 and the assignment section of Form ADM-6-A, Travel Claim Supplement.~~

~~5. Justification for attending conferences, seminars, or training must be provided and must contain dates, times, locations, and lodging site. Whether the lodging was designated as the official facility for the meeting must be documented.~~

~~(1) A copy of an agenda, announcement, or memorandum describing the event must be submitted for reimbursement and is a primary source for documenting designated lodging.~~

~~(A) An employee submits this documentation through intra-agency mail to the Finance Division after inputting information into the Speed-E-Travel system.~~

~~(B) A non-employee attaches the documentation to Form ADM-6 and submits it with the form.~~

~~(2) An employee or non-employee must identify when registration, lodging, or any other items are directly billed.~~

6. Purchases made while in travel status of goods or services that are not related directly to travel, if approved, are claimed on Form ADM-12, Claim Form.

340:2-11-118. Travel reimbursement requests

~~Revoked 7-1-06~~Issued 9-15-21

(a) Employees and non-employees incurring travel expenses are liable under possible penalty of law for any falsified expense or misstatements on travel reimbursement requests. ■ 1

(b) Oklahoma Human Services (OKDHS) related travel expenses may be reimbursed. ■ 2

(c) Applicants seeking employment with OKDHS, are not reimbursement for travel expenses, unless requested by OKDHS.

(d) Travel reimbursement requests must be filed within 90-calendar days of the first date in travel status. Exceptions may be made by the approving authority.

(e) Details, including the destination name and address, business activity description, and OKDHS-related case number(s) must be included with reimbursement requests.

(f) Reimbursement requests for approved travel expenses must be accompanied by paid receipts. ■ 3

(A) Lodging receipts must be detailed and include the lodging facility name, itemized costs, amount paid, employee's or non-employee's name, number of persons occupying the room, time-period covered, and indicate a zero balance.

(B) Public transportation expenses of less than \$25.00 do not require a receipt for reimbursement.

(g) A travel reimbursement request may not include travel status dates for more than one state fiscal year.

(h) Non-employees must file in-state and out-of-state travel reimbursement requests separately.

(i) Non-employee travel reimbursement requests may not exceed 31 days in travel status.

INSTRUCTIONS TO STAFF 340:2-11-118

~~Revoked 7-1-06~~Revised 9-15-21

1. Oklahoma Human Services (OKDHS) employees file travel reimbursement requests using the Speed-E-Travel system on the OKDHS InfoNet. Non-employees file travel reimbursement requests using Form 10AD006E, Travel Claim.

2. Reimbursement requests of approved purchases while in travel status, not related directly to travel, are made using Form 10AD012E, Claim Form.

3. Form 10AD063E, Record of Lost Receipts for Travel Expenses, is utilized in lieu of a lost receipt only after attempts are made to obtain a copy of the lost receipt.

340:2-11-119. Reimbursement for travel Vehicle travel reimbursement

~~Revised 7-1-06~~Revised 9-15-21

(a) Approval Vehicle selection and Trip Optimizer. ■ 1 ~~Each division establishes appropriate lines of authority for approving employee or non-employee travel. Persons~~

designated to approve travel must have a current Form F-S-222, Authorized Signature Card, on file in the Finance Division. Pre-approval is required for out-of-state travel except as described in (c)(4) of this Section.

(1) Oklahoma Human Services (OKDHS) employees seek the least expensive travel option when planning work-related travel. OKDHS employees are required to seek the use of OKDHS vehicles as a cost-saving measure when feasible.

(2) When authorized work-related travel requires driving distances greater than 100-Global Positioning System (GPS) miles per day, and a state-owned or employee-assigned vehicle is not used, the employee must use the Trip Optimizer to find the least expensive travel option, such as a leased vehicle, per Section 85.451 of Title 74 of the Oklahoma Statutes.

~~(b) **Use of motor pool vehicles** **Privately-owned vehicles.** The Oklahoma Department of Central Services maintains a motor pool of vehicles for use by state employees. An Oklahoma Department of Human Services (OKDHS) employee is required, when feasible, to seek the use of a motor pool vehicle as a cost saving measure for the state.~~

~~(1) When work related travel is occasional but requires driving distances greater than local vicinity trips, the employee pursues the use of a daily-basis motor pool vehicle when such vehicles are available in the employee's geographic area. If a daily-basis motor pool vehicle is not available, the employee determines if a motor pool vehicle assigned to an OKDHS entity is available for loan. If no appropriate motor pool vehicle is available, the employee uses a privately owned vehicle. An employee or non-employee is reimbursed for the use of a privately-owned vehicle at the authorized rate regardless of the number of persons transported. ■ 2~~

~~(2) When work related travel is routine and extensive, 1,500 miles per month or more, the employee or the employee's immediate supervisor seeks a determination regarding the assignment of a motor pool vehicle. Privately-owned vehicle travel reimbursement must not exceed the Global Positioning System (GPS) mileage for work-related travel.~~

~~(A) Vicinity travel claimed on official business is based on actual odometer readings.~~

~~(B) Any non-business mileage is deducted prior to reimbursement.~~

~~(3) An employee or non-employee may claim reimbursement for transportation from home to the first official call, subsequent official calls, and from the last official call to home, on the basis of actual miles traveled but not to exceed the amount the mileage would be from the official duty station. An employee or non-employee traveling on official business using a privately-owned vehicle is reimbursed on the basis of the actual number of miles traveled, from the official duty station to the first official call, subsequent official calls, and return to the official duty station.~~

~~(A) Staff who is on-call may claim for travel reimbursement from home to any official call and return home on weekends, holidays, or when occurrence is other than the employee's regularly scheduled work hours. ■ 5 An employee or non-employee may claim reimbursement for transportation from his or her home to the first official call, subsequent official calls, and back to his or her home, based on actual miles traveled, not to exceed the mileage as calculated from his or her official duty station.~~

~~(B) Employees or non-employees returning to a destination other than the original starting point must have supervisory approval, and must provide~~

justification. An employee or non-employee returning to a destination, other than the original starting point, must have supervisory approval and provide justification.

(C) On-call staff may claim travel reimbursement from home, as his or her official duty station, to any official call and return home on weekends, holidays, or when an occurrence is other than his or her regularly scheduled work hours.

~~(c) **Reimbursement for automobile transportation.** An employee or authorized non-employee is reimbursed for the use of a privately owned automobile at the authorized rate regardless of the number of persons transported. ■-4~~

~~(1) Distances between areas for which reimbursement for use of privately owned motor vehicles is claimed must not exceed map mileage.~~

~~(A) Vicinity travel claimed on official business is based on actual odometer readings.~~

~~(B) Any non-business mileage is deducted prior to reimbursement. This includes, but is not limited to, mileage to obtain meals or to do personal shopping.~~

~~(2) An employee or non-employee traveling on official business by a privately owned vehicle is reimbursed on the basis of the actual number of miles traveled from the official duty station to the first official call, subsequent official calls, and return to the official duty station from the last official call.~~

~~(3) An employee or non-employee may claim reimbursement of transportation from home to the first official call, subsequent official calls, and from the last official call to home, on the basis of actual miles travelled but not to exceed the amount the mileage would be from the official duty station.~~

~~(A) Staff who is on-call may claim for travel reimbursement from home to any official call and return home on weekend, holidays, or when an occurrence is other than the employees' regularly scheduled work hours. ■-5~~

~~(B) Employees or non-employees returning to a destination other than the original starting point must have supervisory approval, and must provide justification.~~

~~(4) An employee or non-employee may be reimbursed for travel during daily office hours that requires crossing a state line when the distance traveled in the other state is 150 miles or less one way, and the trip is deemed in the best interest of the client and OKDHS. In such instances, an employee or non-employee is not required to obtain prior approval and is reimbursed at the current mileage rate.~~

~~(5) An employee or non-employee staying with relatives or others while in overnight travel status may be reimbursed \$10 per night in lieu of subsistence. In such an instance, mileage cost to and from the location of the first official call must not exceed the current allowable rate for lodging and other combined expenses, such as tolls and parking. Per diem rules are not impacted by an employee or non-employee staying with relatives or others.~~

~~(6) An employee or non-employee using Oklahoma turnpikes is strongly encouraged to use a PIKEPASS as a cost saving measure for the state. ■-6~~

~~(d) **Reimbursement for public transportation.**~~

~~(1) Taxicab charges are reimbursed only upon justification regarding the necessity of use. Taxicab charges of \$25 or more require a receipt.~~

~~(2) Reimbursement for leased or rented automobiles used in-state may not exceed the current mileage rate.~~

~~(3) With adequate justification, an employee or non-employee may be approved to lease or rent an automobile to use on official business during out-of-state travel. Pre-approval by the Director or designee is required. An employee or non-employee who is approved for leasing or renting an automobile must maintain a log of mileage incurred that itemizes official travel and any other travel. Reimbursement for leasing or renting an automobile outside Oklahoma is authorized at actual rental cost plus a prorated cost of fuel based on the actual miles driven for official business compared to the total miles driven. The employee or non-employee is responsible for payment of all non-official mileage costs.~~

~~(A) Employees or non-employees must obtain the lowest cost rental automobile available and reasonable.~~

~~(B) Each reimbursement claim for the official use of a leased or rented automobile must be supported by a receipt indicating the number of miles traveled.~~

~~(C) Any supplemental or special insurance, such as collision or comprehensive, purchased by an employee or non-employee is purchased at the employee's or non-employee's own expense.~~

~~(4) All public airline transportation is arranged and coordinated through the Support Services Division (SSD), Departmental Services Unit (DSU), travel coordinator. ■7~~
~~Out-of-state travel by other than a public airline:~~

~~(A) must have prior approval and be necessary to meet a direct need of OKDHS or be advantageous to OKDHS; and~~

~~(B) may be approved when there is a need due to personal reasons. ■8~~

~~(i) Travel time must not exceed travel time based on use of a public airline. For time that exceeds public airline travel time, an employee may use annual leave, if approved.~~

~~(ii) Travel expenses, such as overnight lodging, incurred, above the basic travel expenses that would have been incurred had a public airline been used, are the responsibility of the employee or non-employee.~~

INSTRUCTIONS TO STAFF 340:2-11-119

~~Revised 7-1-06~~Revised 9-15-21

1. (a) An employee submits via intra-agency mail a completed and authorized Form ADM-1-B, Request for Out-of-State Travel Authorization, to the Finance Division to support information filed on Speed-E-Travel.

(b) A non-employee attaches Form ADM-1-B to Form ADM-6, Travel Claim, for reimbursement.

(c) State motor pool vehicles driven out-of-state are subject to prior approval based on the necessity of travel. When utilizing a state motor pool car for out-of-state business, Form ADM-1-B must be completed and forwarded to the Finance Division via intra-agency mail. Oklahoma Human Services (OKDHS) employees consider vehicle selection in the most cost-effective order beginning with:

(A) the OKDHS motor pool;

- (B) the Office of Management and Enterprise Services motor pool;
- (C) Enterprise Rent-A-Car lease vehicles; or
- (D) his or her own private vehicle.

- ~~2. Instructions for procuring a daily-basis motor pool vehicle can be found at DHS:2-21-100. OKDHS uses the applicable mileage reimbursement rate approved by the Office of Management and Enterprise Services.~~
- ~~3. Instructions for procuring an assigned motor pool vehicle can be found at DHS:2-21-100.~~
- ~~4. Oklahoma Department of Human Services (OKDHS) uses the applicable maximum mileage approved by the Internal Revenue Services as its mileage rate. The current rate may be found at the U.S. General Services Administration Web site. Look for Domestic Per Diem Rates.~~
- ~~5. When an employee is in on-call status and travel for official business occurs on weekends, holidays, or is at a time other than the employee's regularly scheduled work hours, the duty station is considered the employee's home for travel reimbursement.~~
- ~~6. Procedures for obtaining an OKDHS issued PIKEPASS can be found at DHS:2-21-108.~~
- ~~7. Procedures regarding arranging air transportation are at DHS:2-21-109.~~
- ~~8. A comparison of cost related to non-air travel to air travel must be completed to justify claiming non-air travel when making an out-of-state trip. Vehicles that are owned by OKDHS do not require an airfare comparison.
 - ~~(1) Form ADM-1-B, Request for Out-of-State Travel Authorization, must be completed for state motor pool and privately owned vehicles. The Support Services Division (SSD), Departmental Services Unit (DSU), travel coordinator obtains the lowest airplane coach fare possible for comparison purposes.~~
 - ~~(2) Form ADM-1-B shows the airfare comparison quoted amount, source of the quote, and the date the quote was obtained.~~
 - ~~(3) If more than one employee or non-employee on official business is traveling, the cost comparison includes the cost for all employees and non-employees making the trip.
 - ~~(A) For example, when a request for comparison is made for two employees traveling in one vehicle to a meeting in Dallas, all reasonable costs for two persons for an air-fare trip is compared to the comparable costs for the same trip with mileage calculated for one vehicle.~~
 - ~~(B) In every case, the total mileage reimbursement claimed cannot exceed the maximum mileage rate and the total trip claim for all employees or non-employees traveling together cannot exceed the total projected cost of the trip had air travel been used.~~~~~~

340:2-11-119.1. Reimbursement for lodging Lodging reimbursement

Revised 7-1-06 Revised 9-15-21

Reimbursement is made for lodging when an employee or non-employee, authorized to travel, is in overnight travel status. Reimbursement for overnight lodging while in official travel status is based on actual charges, not to exceed the current authorized

rate. ■ 1 This includes reimbursement of the actual cost of lodging, not limited to the maximum standard daily rates being authorized, when lodging occurs at a prearranged designated hotel, motel, or other lodging facility. ■ 2 An employee or non-employee cannot self-designate a hotel or other lodging facility and obtain the actual lodging expenses.

(1) ~~Claims for overnight~~ Overnight travel reimbursement ~~where requests when~~ the distance traveled is less than ~~61 map 61-~~Global Positioning System (GPS) miles, but more than ~~30 map 30-~~GPS miles one way from the claimant's official duty station, must be approved by the appropriate chief officer. Claims for overnight travel, when distance is under ~~31 map 31-~~GPS miles, one way, from his or her official duty station must have prior approval from the Director. ■ 3

(2) For convenience, an employee or non-employee may ~~claim for request~~ request overnight travel reimbursement using the home location to calculate distance, if when the distance from the home is less than the distance from the official duty station.

(3) Reimbursement for ~~meals and lodging on approved~~ approved out-of-state trips cannot begin more than 24 hours before the ~~meeting, workshop, or conference begins~~ work-related event and cannot continue for more than 24 hours after the ~~meeting, workshop, or conference~~ event ends, unless a pre-travel or post-travel time is beneficial to OKDHS and has prior approval by the ~~authorizing authority~~ Oklahoma Human Services (OKDHS), as clarified by the Office of Management and Enterprise Services, Statewide Accounting Manual. ■ 4

(4) Reimbursement for lodging at one of Oklahoma's state lodges may be billed directly to OKDHS, or an employee or non-employee may pay for the lodging and ~~claim for request~~ request reimbursement of the cost. ■ 5

(5) An employee or non-employee staying with relatives or others while in overnight travel status may be reimbursed \$10 per night in lieu of lodging expenses.

INSTRUCTIONS TO STAFF 340:2-11-119.1

Revised 7-1-06 Revised 9-15-21

1. Authorized lodging reimbursement rates are based on the General Services Administration (GSA) rates and vary depending on the location of travel as identified in GSA Continental United States (CONUS) rates for domestic locations and for locations outside of the Continental United States (OCONUS). A complete listing of the CONUS and OCONUS locations and rates can be obtained at the U.S. General Services Administration ~~Web site~~ website. ~~Look for Domestic Per Diem Rates Sentence.~~ Employees and non-employees are reimbursed at the maximum reimbursement ~~allotted~~ and are responsible for any costs incurred that exceed the maximum.

(1) ~~Receipts issued by the hotel, motel, or other public lodging place must be sent via intra-agency mail to the Finance Division to document claims filed through Speed-E-Travel, or for non-employees receipts must be attached to Form ADM-6, Travel Claim, for reimbursement.~~ When two or more employees or non-employees travel together and share common lodging accommodations, such as a double room, one of three reimbursement options described in A (A) through G (C) is chosen.

(A) When the ~~hotel~~ lodging facility provides individually billed ~~hotel~~ receipts, each employee or non-employee may be allowed reimbursement of the lodging facility expenses, provided the:

(i) ~~the~~ amount of the lodging expense does not exceed the ~~single occupancy~~ single-occupancy room rate the individual would have ordinarily been charged and entitled to claim; and

(ii) ~~the~~ cumulative total of each individual's share of the lodging cost does not exceed the total amount of the actual room charge.

(B) Without receiving individually billed ~~hotel~~ lodging facility receipts, each individual may be allowed reimbursement of a pro rata share of the lodging expense, provided:

(i) a copy of the ~~hotel~~ lodging facility receipt is submitted with each individual's travel claim and the pro rata share is detailed on the ~~hotel billing receipt~~;

(ii) the amount of the lodging facility expense does not exceed the ~~single occupancy~~ single-occupancy room rate the individual would have ~~ordinarily~~ been charged and entitled to claim; and

(iii) the cumulative total of each individual's share of the lodging facility cost does not exceed the total amount of the actual charge as reflected on the paid lodging facility receipt.

(C) One individual pays the entire lodging facility amount and seeks reimbursement for the total bill, provided the:

(i) ~~hotel~~ lodging facility receipt is submitted with the individual's travel claim and the pro rata share for each individual is detailed on the ~~hotel billing statement~~ lodging facility receipt; and

(ii) amount of the lodging facility expense does not exceed the cumulative total of the ~~single occupancy~~ single-occupancy room rate each individual would ~~have ordinarily been~~ be charged and entitled to claim.

~~(2) Receipts must show the name and address of the hotel, motel, or other public lodging place, the employee's or non-employee's name, itemized costs, the amount received, number of persons occupying room, period covered, and clearly indicate a 0 balance.~~

~~(A) The hotel or motel receipt may not bear a 0 balance when paying by credit card or check. If paying by credit card or check, a copy of the credit card receipt or copy of the front and back of the canceled check must accompany the hotel or motel receipt.~~

~~(B) All cash payments must be accompanied by a "paid in full" receipt issued by the hotel or motel.~~

2. When an employee or non-employee is lodging in a designated ~~hotel, motel, or other facility~~ lodging facility, reimbursement is made when the requirements in items (1) through (3) are met.

(1) Evidence, such as the announcement or notice designating lodging facility for previously arranged ~~meetings, workshops, or seminars~~ are: work-related events is submitted with reimbursement requests.

- ~~(A) submitted via intra-agency mail to the Finance Division to support a claim filed through Speed-E-Travel for an employee; and~~
~~(B) attached to Form ADM-6, Travel Claim, by a non-employee.~~
- (2) Expenses may not exceed the single occupancy single-occupancy room rate charged by the designated hotel, motel, or other public lodging place facility.
- (3) An employee or non-employee lodging in a designated hotel, motel, or other lodging facility, choosing to acquire less expensive public lodging, are is reimbursed the actual lodging expense, not to exceed the single occupancy single-occupancy room rate charged by the designated public lodging place facility.
- ~~(A) An employee or non-employee choosing this option is reimbursed for local transportation costs incurred while traveling between such optional lodging and the designated hotel, motel, or other facility lodging facility, not to exceed the difference between the cost of the designated lodging, and the cost of the optional lodging.~~
- ~~(B) Local transportation costing \$25 or more for one trip one way requires receipts.~~
3. Each ~~claim for~~ overnight travel reimbursement where request, when the distance traveled is ~~60 map~~ 60-Global Positioning System (GPS) miles or less, but more than ~~30 map~~ 30-GPS miles, one way, from the claimant's official duty station or home, whichever is less, must contain the declaration: "Overnight stay was authorized and approved as advantageous to the state."
4. In some instances, ~~airplane~~ airline tickets purchased for travel on Saturday are less expensive than a ticket for travel on Sunday Sunday travel. If When the difference in the cost of the ticket is more than the cost of lodging and per diem, ~~it is advantageous for OKDHS for the~~ an employee or non-employee to may travel 48 hours before a meeting an event beginning on Monday, pursuant to the OMES Statewide Accounting Manual.
5. To arrange for direct payment of the cost of lodging at an Oklahoma state lodge, the employee must obtain prior authorization from the his or her immediate supervisor by completing Form ADM-105, Charges Relating to State Lodges 10AD005E, State Lodge Direct Billing Authorization. The authorized Form ~~ADM-105~~ 10AD005E is presented to the state lodge at registration.

340:2-11-119.2. Public transportation reimbursement

Issued 9-15-21

- (a) Public transportation expenses, such as taxicab or rideshare charges, are reimbursed only upon justification regarding the necessity of use. Public transportation expenses less than twenty-five dollars do not require a receipt.
- (b) Reimbursement for leased or rented vehicles used in-state may not exceed the current mileage rate.
- (c) An employee or non-employee may be approved to lease or rent a vehicle to use on official business during out-of-state travel; with the Oklahoma Human Services (OKDHS) Director's or his or her designee's approval. An employee or non-employee who is approved to lease or rent a vehicle must maintain a mileage log to itemize official

and unofficial travel. Reimbursement for leasing or renting a vehicle outside of Oklahoma is authorized at actual cost, plus a prorated fuel cost, based on the actual miles driven for official business, compared to the total miles driven.

(1) Employees or non-employees must obtain the lowest cost lease or rental vehicle available.

(2) Each reimbursement request for the official use of a leased or rented vehicle must be supported by a receipt indicating the number of miles traveled.

(3) Any supplemental or special insurance, such as collision or comprehensive, purchased by an employee or non-employee is at his or her expense.

(d) All air travel is arranged and coordinated through the Support Services, Departmental Services Unit (DSU), travel coordinator. ■ 1 Out-of-state travel other than by a airline:

(1) must have prior approval and be necessary to meet an OKDHS need; and

(2) may be approved when there is a need due to personal reasons. ■ 2

(A) Total time in travel status may not exceed the expected travel time based on air travel.

(B) The total mileage reimbursement cannot exceed the maximum mileage rate for the total trip, for all employees or non-employees traveling together, or exceed the total projected cost if air travel was used.

(C) Travel expenses incurred, above the expected travel expenses for air travel, such as overnight lodging, are the employee's or non-employee's responsibility.

INSTRUCTIONS TO STAFF 340:2-11-119.3

Issued 9-15-21

1. Air travel procedures are located at Oklahoma Human Services (OKDHS) OKDHS:2-21-109.

2. A cost comparison related to non-air travel versus air travel must be completed to justify claiming non-air travel when making an out-of-state trip.

(1) The Support Services, Departmental Services Unit (DSU), travel coordinator obtains the lowest-coach air travel fare for comparison.

(2) The cost comparison includes the cost for all employees and non-employees making the trip.

(A) For example, when a request for comparison is made for two employees traveling to a meeting in Dallas, all reasonable costs for two persons for an air travel is compared to the costs for the same trip with mileage calculated for one vehicle.

(B) The total mileage reimbursement cannot exceed the maximum mileage rate, and the total trip reimbursement cannot exceed the total projected cost of the trip if air travel was used.

340:2-11-121. Per diem

~~Revised 7-1-06~~ Revised 9-15-21

Per diem expenses are reimbursable only when an employee or non-employee is in overnight travel status pursuant to Title 74, Section 500.8 and 500.9 of the Oklahoma Statutes.

(1) Authorized per diem reimbursement rates ~~vary depending~~ depend on the travel location of travel as identified in General Services Administration (GSA) Continental United States (CONUS) rates for domestic locations and for locations outside of the Continental United States (OCONUS). ■ 1

(2) ~~An employee attending a conference or workshop in which meals are provided as part of the package plan must send the Finance Division, via intra-agency mail, a copy of the agenda or workshop notice to supplement information provided in the filing of a claim using Speed E Travel. A non-employee attaches a copy of the document to Form ADM-6, Travel Claim. A deduction of one-fourth of the per diem amount is made from the per diem amount for each meal provided as part of the package plan at conferences or workshops. When employees receive meals as part of a work-related event, per diem reimbursement is reduced by twenty-five percent for each meal. Refreshments, such as coffee or snacks, do not count as meals.~~ ■

2

(3) Out-of-state reimbursement for per diem ~~and lodging~~ does not begin more than 24 hours before, or continue for more than 24 hours after the objective of the trip, except as stated in this paragraph. Under limited circumstances involving airline travel, reimbursement may begin as many as 48 hours before and, extend for as many as 48 hours after the trip objective ~~of the trip~~ if when airfare is lower than the amount ~~which would have been~~ reimbursed had the 24-hour rule been applied. Any extra day must be a weekend day. ■ 3

(4) The ~~claimed amount for~~ total reimbursement including time that exceeded the 24-hour rule cannot be more than the amount of eligible reimbursement, if when the 24-hour rule ~~had been~~ is applied, including the ~~airfare~~ airline rate available at the time. ■ 4

INSTRUCTIONS TO STAFF 340:2-11-121

Revised 7-1-06 Revised 9-15-21

1. Per diem rates are available at the U.S. General Services Administration Web site website. Look for Domestic Per Diem Rates.

2. ~~Refreshments served at receptions and breaks, including such things as rolls and coffee in the morning, do not count as meals.~~ Employees and non-employees attach a copy of work-related agenda or event notice with reimbursement request.

3. (a) The Support Services Division (SSD), Departmental Services Unit (DSU), travel coordinator recommends the propriety of utilizing the 24 and 48 hour rule-rules. The travel coordinator determines the most advantageous flight times for OKDHS Oklahoma Human Services. An employee or non-employee opting to travel outside the recommended times is not reimbursed for per diem, lodging, and similar travel expenses for the time that precedes or follows the recommended time.

(b) ~~An extra day related to the 24-hour rule applies when the purpose of the trip:~~

(1) ~~begins on Monday, reimbursement status cannot begin earlier than Saturday;~~

- ~~(2) begins on Tuesday, reimbursement status cannot begin earlier than Sunday;~~
~~(3) ends on Friday, reimbursement status cannot end later than Sunday; or~~
~~(4) ends on Thursday, reimbursement status cannot end later than Saturday.~~
4. Documentation of comparison cost analysis obtained from the DSU travel coordinator under both scenarios must be included with the filed claim travel reimbursement request.

PART 13. ELECTRONIC BENEFIT DISBURSEMENT

340:2-11-150. Child care payments

~~Revised 7-1-06~~ Revised 9-15-21

(a) **Payments.** Payments are made on behalf of Oklahoma Department of Human Services (OKDHS) clients to providers of child care services, per Oklahoma Administrative Code (OAC) 340:40-13-5. The services and payments are supported by provider contracts on file with the ~~Family Support Services Division (FSSD)~~ Adult and Family Services (AFS).

(b) **Overpayments.** Provider overpayments that occur as a result of agency or provider error are described in OAC 340:40-15-1. Any overpayment over \$500, when the child was not in care may result in felony fraud charges against the provider. ■ 1

(c) **Collection of overpayments.** ~~Finance Division~~ Financial Services Electronic Payment Systems (EPS) recoups all funds associated with overpayments in ~~equal~~ weekly installments, not less than ~~10%~~ 10 percent of the ~~overpayment~~ provider's gross payment, per ~~month~~ week until the overpayment is satisfied, except when the viability of the child care facility is in question.

(1) Child care facilities whose continued viability is at risk due to overpayment collection of the overpayment is reviewed by the ~~Finance Division~~ Financial Services Electronic Payment Systems (EPS) for other repayment plans.

(2) Repayment plans do not exceed 12 months, except when the viability of the child care provider is in question.

(3) A child care provider whose contract is subsequently cancelled due to an OKDHS Office of Inspector General (OIG) investigation has all available funds withheld to satisfy any remaining overpayments.

(d) **Liquidated damages.**

(1) OKDHS ~~can~~ may impose liquidated damages if when certain rules in the contract are violated. Specifically, when the child care provider:

(A) is in possession of a client's Access Oklahoma electronic benefit transfer (EBT) card;

(B) swipes the EBT card through the point of service (POS) device; or

(C) knows the client's EBT personal identification number (PIN).

(2) The percentage of liquidated damages increases with each violation ~~that is~~ assessed, per Section 2-718 of Title 12A of the Oklahoma Statutes.

(3) When OIG determines an EBT card was in the possession of or swiped through the POS device by a child care provider, the:

- (A) first violation results in liquidated damages of ~~40%~~ 10 percent of the total payment(s) during the month the violation occurred; ■ 2
- (B) second violation results in liquidated damages of ~~20%~~ 20 percent of the total payment(s) during the month the violation occurred; and ■ 2
- (C) third violation results in liquidated damages of ~~30%~~ 30 percent of the total payment(s) during the month the violation occurred; and recommendation to ~~FSSD AFS~~ EPS for cancellation of the provider's contract. ■ 2
- (e) **Collection of liquidated damages.** ~~Finance Division~~ EPS recoups all funds associated with liquidated damages as described in (1) and (2) of this subsection.
- (1) The full amount of liquidated damages is applied against the first available payment and any sequent payments until the amount is collected.
- (2) ~~If~~ When the contract is subsequently cancelled due to an OIG investigation, all available funds are withheld to satisfy any remaining overpayments.

INSTRUCTIONS TO STAFF 340:2-11-150

~~Revised 7-1-06~~Revised 9-15-21

1. (a) **When the Office of Inspector General (OIG) becomes aware the provider was paid for care that was not given, OIG is responsible for:**
- (1) **documenting a full an overpayment within the audit report;**
 - (2) **submitting the audit report to ~~Finance Division~~ Financial Services Electronic Payment Systems (EPS);**
 - (3) **submitting the audit report to ~~Family Support Services Division (FSSD) Adult and Family Services (AFS)~~ with a recommendation for cancellation of the child care provider's contract if appropriate; and**
 - (4) **referring, as appropriate, to the district attorney for review of felony fraud charges against the provider, if overpayment is in excess of \$500.**
- (b) ~~Finance Division~~ EPS is responsible for recouping the overpayment in accordance with rules.
2. (a) **OIG is responsible for:**
- (1) **warning the provider to cease the practice;**
 - (2) **reporting the violation(s) to ~~Finance Division~~ EPS; and**
 - (3) **notifying ~~FSSD AFS~~ of the contract violation(s).**
- (b) ~~Finance Division~~ EPS is responsible for assessing and applying liquidated damages ~~in accordance with rules.~~

340:2-11-151. Retailer adjustments for food benefits

~~Issued 6-1-08~~Revised 9-15-21

(a) Retailers may request an adjustment to debit a recipient's Electronic Benefit Transfer (EBT) account due to a system outage at the time of purchase. An adjustment is made within ~~45~~ 15-calendar days of notice to the Oklahoma Department of Human Services (~~OKDHS~~) and the recipient. Payment can be taken from future benefits if when the recipient's account does not have enough credit to process the complete transaction, per ~~Parts 272, 273, and 274 of Title 7 of the Code of Federal Regulations~~ Part 274.20(g)(2)(ii) of Title 7 of the Code of Federal Regulations.

(b) The recipient has the right to a fair hearing ~~if~~ when the retailer adjustment is questioned. ■ 1

INSTRUCTIONS TO STAFF 340:2-11-151

Issued ~~6-1-08~~ Revised 9-15-21

1. (a) Retailers must request an adjustment through the state Electronic Benefit Transfer (EBT) contractor.
(b) The contractor determines if the adjustment is a valid request due to a system outage and notifies the ~~Finance Division~~ Financial Services Electronic Payment Services Unit Systems (EPS).
(c) ~~The Electronic Payment Services Unit EPS~~ notifies the recipient and the ~~human services center (HSC) supervisor of record~~ by letter of the adjustment request and the right to a request for a fair hearing.
(d) If When a HSG county office receives a fair hearing request, the procedures, per Oklahoma Administrative Code (OAC) 340:2-5-61(d)(4) are followed.
(e) The worker:
 - (1) notifies the ~~Electronic Payment Services Unit EPS~~ of the fair hearing request. ~~The Electronic Payment Services Unit EPS:~~
 - (A) completes Form 13MP002E, Hearing Summary; and
 - (B) returns Form 13MP002E to the worker with the required documentation; and
 - (2) forwards to the recipient and the ~~Legal Division~~ Legal Services Appeals Unit Form 13MP002E and documentation, per OAC 340:2-5-66.

SUBCHAPTER 13. CONTRACTS AND PURCHASING UNIT [REVOKED]

PART 7. CONTRACTS AND PURCHASING UNIT [REVOKED]

340:2-13-75. Purpose and legal base [REVOKED]

Issued 7-1-10

- (a) ~~**Purpose.** The purpose of this Subchapter is to describe the rules governing the contracting and purchasing requirements of the Oklahoma Department of Human Services (OKDHS). The Contracts and Purchasing Unit is an internal unit of OKDHS and provides the mechanism for the acquisition of goods, equipment, and non-professional and professional services for the operation of OKDHS. These rules are superseded by the Oklahoma Department of Central Services (DCS) Purchasing Administrative Rules (OAC 580:15) whenever DCS has final approval of an acquisition.~~
- (b) ~~**Compliance.** OKDHS complies with provisions of the Oklahoma Central Purchasing Act, State Use Committee, State Purchase Card Procedures, other statutory provisions and rules of the Central Purchasing Division (CPD) for OKDHS acquisitions. Except as otherwise provided, all contractual services, supplies, materials, and equipment which are used, consumed, or spent by OKDHS in performance of its official functions, are made in conformance with this policy and paid with OKDHS funds.~~
- (c) ~~**Legal base.** OKDHS contracting and purchasing procedures are established pursuant to Section 85.1 et seq. of Title 74 of the Oklahoma Statutes (O.S.) and become effective upon review and approval of the DCS State Purchasing Director pursuant to Section 85.39 of Title 74 O.S.~~

340:2-13-76. Delegation of OKDHS [REVOKED]

Issued 7-1-10

~~The authority to procure certain needed products and services is delegated to Oklahoma Department of Human Services (OKDHS) from the Oklahoma Department of Central Services (DCS) Central Purchasing Division (CPD).~~

340:2-13-77. Funding [REVOKED]

Issued 7-1-10

~~Funding for acquisition is determined in accordance with approved budget work program allocations. Necessary internal budget transfers for unexpected acquisitions are completed prior to the purchase of any good or service.~~

340:2-13-78. Records retention [REVOKED]

Issued 7-1-10

~~The Oklahoma Department of Human Services (OKDHS) retains records for each acquisition and contract in accordance with OAC 580:15-6-4. OKDHS retains purchasing records in the Contracts and Purchasing Unit for all acquisitions of goods or services. The records include the contract, evaluations, and all supporting and required documentation. Associated payment records are retained in the OKDHS Finance Division.~~

340:2-13-79. OKDHS audit responsibilities [REVOKED]

Issued 7-1-10

~~Acquisition records are made available by the Oklahoma Department of Human Services (OKDHS) for audit by the Department of Central Services Audit Division and the State Auditor and Inspector Audit Team. ■-1~~

INSTRUCTIONS TO STAFF 340:2-13-79 [REVOKED]

~~Issued 7-1-10~~

~~1. OKDHS provides:~~

- ~~(1) workspace for the audit team(s);~~
- ~~(2) records for all purchases during the time period requested by the audit team(s); and~~
- ~~(3) a certified procurement officer (CPO) who is available to assist the audit team(s) as requested.~~

340:2-13-80. Penalties for noncompliance of purchasing procedures [REVOKED]

Issued 7-1-10

~~The Oklahoma Department of Human Services (OKDHS) complies with the Department of Central Services (DCS) requirements regarding purchasing procedures.~~

- ~~(1) The DCS Director may:~~
 - ~~(A) require retraining of OKDHS procurement officers;~~
 - ~~(B) reduce the purchasing competitive bid limit;~~
 - ~~(C) transmit written findings of noncompliance to the State Auditor and Inspector for further investigation.~~

~~(2) If the DCS Director reasonably believes any purchase reported by the DCS State Purchasing Director constitutes a criminal violation of the Oklahoma Central Purchasing Act by OKDHS employees, the certified procurement officer, or vendor, the DCS Director transmits the report to the Attorney General for investigation.~~

340:2-13-81. Definitions [REVOKED]

Issued 7-1-10

~~The following words and terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:~~

~~"**Acquisition**" means all types of purchases necessary to perform the duties assigned to the Oklahoma Department of Human Services (OKDHS), to include every means by which OKDHS obtains any materials, supplies, services, or equipment.~~

~~"**Award**" means the issuance of a purchase order to the selected supplier.~~

~~"**Best value**" means an award method that uses criteria established by the Oklahoma Central Purchasing Act and outlined under Section 85.2(2) of Title 74 of the Oklahoma Statutes.~~

~~"**Certified procurement officer**" or "**CPO**" means a state employee authorized to make acquisitions for a governmental entity by the Oklahoma Department of Central Services (DCS).~~

~~"**Commodity code**" means a system of words and numbers designed to identify and list commodities or services by classes and sub-classes and used to identify products or services to be purchased by the state.~~

~~"**Contract**" means all types of agreements, regardless of what they may be called, used for the procurement or disposal of goods or services.~~

~~"**Contracts and Purchasing Unit**" means the unit authorized by DCS as responsible for all agency procurement for OKDHS.~~

~~"**Customer**" means OKDHS employee generating the necessary documents and activities to acquire a desired good and/or service.~~

~~"**DCS**" means Department of Central Services.~~

~~"**Director**" means the Director of OKDHS.~~

~~"**Equipment**" means all personal property acquired for use by OKDHS which is in the nature of a tool, device, or machine and is deemed to include all personal property used or consumed by OKDHS which is not included within the category of materials and supplies.~~

~~"**Exempt professional service**" means those professional services exempt from competitive bidding pursuant to Section 85.7(2) of Title 74 and Section 803 of Title 18 of the Oklahoma Statutes.~~

~~"**Goods**" means products, material, supplies, and includes all property except real property acquired by OKDHS.~~

~~"**Governmental entity**" means any department, commission, council, counsel, court, board, bureau, committee, institution, legislative body, agency, government corporation, or other entity of the executive, legislative, or judicial branch of the jurisdiction.~~

~~"**Invitation to Bid**" or "**ITB**" means a type of solicitation a governmental entity or the State Purchasing Director sends to suppliers for submission of bids for acquisitions.~~

~~"Modification" means all types of written alterations to a provision of a contract, regardless of what they may be called, accomplished by mutual agreement of the parties to the contract.~~

~~"Non-collusion certification" means the signed declaration by a supplier that they nor anyone subject to their direction or control has paid, given or donated, or agreed to pay, give, or donate to any office or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring a contract.~~

~~"Non-professional service" means services which are predominately physical or manual in nature and are, generally, not licensed and may involve the supplying of products.~~

~~"Non-responsive" means a response or offer that does not conform to the mandatory or essential requirements contained in the solicitation.~~

~~"Professional service" means services which are predominantly advisory or intellectual in nature, or involve support rather than supplying equipment, supplies, or other merchandise. Professional services include services to support or improve OKDHS policy development, decision making, management, administration, or the operation of management systems.~~

~~"Real property" means land and it's permanently affixed buildings or structures or any property which is not personal property.~~

~~"Request for proposal " or "RFP" means a type of solicitation a governmental entity or DCS issues to suppliers requesting proposals for goods or services.~~

~~"Request for quotation " or "RFQ" means a solicitation where quotes are obtained from suppliers without formal advertising and for expenditures within OKDHS authority.~~

~~"Requestor" means the individual within OKDHS initiating the contract.~~

~~"Solicitation" means a request for goods or services via an ITB, request for proposal, or request for quotation.~~

~~"Supplier" or "vendor" means an individual or business entity that sells or desires to sell goods or services to governmental entities.~~

340:2-13-82. General contracting and purchasing provisions [REVOKED]

Issued 7-1-10

(a) ~~The Oklahoma Department of Human Services (OKDHS) has the statutory authority to directly purchase or acquire goods, services, or equipment in compliance with the provisions of the Oklahoma Central Purchasing Act.~~

(b) ~~Goods, services, and equipment for OKDHS are acquired by and in accordance with the statutes of the State of Oklahoma by:~~

- ~~(1) statewide contracts;~~
- ~~(2) State Use Committee procurement schedule;~~
- ~~(2) inter-governmental;~~
- ~~(3) authority order;~~
- ~~(4) fixed rate;~~
- ~~(5) exempt professional services;~~
- ~~(6) competitive solicitation;~~
- ~~(7) sole source or sole brand acquisitions; and~~
- ~~(8) donations.~~

340:2-13-83. Supplier registration [REVOKED]

Issued 7-1-10

~~Suppliers wanting to be notified of open solicitations with the Oklahoma Department of Human Services (OKDHS) must register with Department of Central Services Central Purchasing Divisions (DCS-CPD).~~

340:2-13-84. Reports of supplier non-compliance to DCS [REVOKED]

Issued 7-1-10

~~Reports of supplier poor performance or non-compliance must be reported by the Oklahoma Department of Human Services (OKDHS) to Department of Central Services (DCS) and may affect a supplier's opportunity to provide future services to the State of Oklahoma.~~

340:2-13-85. Contact with suppliers [REVOKED]

Issued 7-1-10

~~Contact by an Oklahoma Department of Human Services (OKDHS) employee with potential suppliers is not prohibited. However, it is strongly discouraged because any supplier that provides information used in a solicitation or receives information from OKDHS about a future solicitation creates the appearance of impropriety. These suppliers could be precluded from future contract awards. The appearance of bias is created by such meetings regardless of intent.~~

340:2-13-86. Internal solicitation [REVOKED]

Issued 7-1-10

~~If a supplier wishes to submit a response to a solicitation, the supplier must comply with the instructions provided in the solicitation. It is the supplier's responsibility to read and understand the instructions and terms and conditions provided in the solicitation. Failure to comply with the instructions and terms and conditions in the solicitation may deem the bid non-responsive. Questions must be directed to the Oklahoma Department of Human Services (OKDHS) Contracts and Purchasing Unit certified procurement officer (CPO) listed in the solicitation.~~

340:2-13-87. Solicitation response submission [REVOKED]

Issued 7-1-10

~~(a) Solicitation responses may be submitted in person, by fax, e-mail, or mail service to the Oklahoma Department of Human Services (OKDHS). Responses must be received at the location and by the date and time stated on the solicitation. It is the sole responsibility of the supplier to ensure delivery requirements are met. OKDHS is not responsible for the receipt of late responses. Responses not received prior to the due date and time shown on the solicitation are deemed non-responsive, without exception.~~

~~(b) The response must be:~~

- ~~(1) submitted in strict conformity with the instructions to the supplier;~~
- ~~(2) signed by an authorized representative of the supplier;~~
- ~~(3) signed in ink with full knowledge and acceptance of all its provisions; and~~
- ~~(4) typewritten or written in ink, and corrections must be initialed by a representative of the supplier prior to the submission of the bid. Penciled bids are not accepted.~~

- ~~(c) The Department of Central Services (DCS) Form 004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification), must be completed and returned.~~
- ~~(d) All responses are stamped with the date and time upon receipt in the Contracts and Purchasing Unit.~~
- ~~(e) Responses are reviewed after the designated date and time of closing by the appropriate Contracts and Purchasing Unit certified procurement officer (CPO).~~
- ~~(f) Awards are made upon conclusion of the response evaluation.~~
- ~~(g) Any questions pertaining to the clarification of the solicitation are directed to the CPO shown on the solicitation.~~
- ~~(h) Any manufacturer, trade names, brand names, information, and/or catalog numbers listed in the specification are for information and are not intended to limit competition. The supplier may offer any brand which meets or exceeds the specification for any item(s). If necessary, the suppliers must explain in detail the reason(s) why the proposed requirements may be satisfied with a substitute product. Bids lacking any written indication of intent to quote an alternate brand are received and considered in complete compliance with the specifications as listed on the solicitation.~~
- ~~(i) A response constitutes a legal offer which becomes part of the contract upon acceptance by OKDHS pursuant to OAC 340:2-13-88(i).~~

340:2-13-88. Award of contract [REVOKED]

Issued 7-1-10

- ~~(a) The responses are forwarded to the requestor for review to determine compliance with the solicitation specifications. The requestor makes a recommendation of award. The recommendation is reviewed by Contracts and Purchasing Unit certified procurement officer (CPO) to ensure compliance with all Oklahoma Department of Human Services (OKDHS) rules, policies, and procedures.~~
- ~~(b) The CPO has the right to waive minor deficiencies or informalities in a response provided that, in the CPO's judgment, the best interest of the state would be served without prejudice to the rights of the other supplier(s).~~
- ~~(c) Tie responses may develop between suppliers. If these suppliers are equal in price and all specifications, the award is determined by a coin toss.~~
- ~~(d) OKDHS reserves the right to award based on best value as defined in Section 85.7 of Title 74 of the Oklahoma Statutes and pursuant to the provisions of the Oklahoma Department of Central Services, rules OAC 580:15-4-11(h).~~
- ~~(e) The solicitation may be awarded on an all or none basis or by item or groups of items, as specified in the solicitation. OKDHS also reserves the right to award to more than one supplier.~~
- ~~(f) OKDHS reserves the right to reject, in part or whole, any response.~~
- ~~(g) The OKDHS Contracts and Purchasing Unit CPO sends a purchase order as acceptable notification of a valid and binding contract with a supplier.~~
- ~~(h) All awards are made under the terms and conditions as outlined in OAC 340:2-13-89 and any additional terms and conditions as described in the solicitation.~~
- ~~(i) The purchase order, solicitation, and the successful supplier's response constitute a binding contract and will be interpreted under Oklahoma Law.~~
- ~~(j) All ethics rules and laws related to conflicts of interest and conducting business with public officials apply to any acquisition by OKDHS.~~

340:2-13-89. Terms and conditions for acceptable responses [REVOKED]

Issued 7-1-10

- ~~(a) All responses submitted are subject to the terms and conditions as listed in the solicitation.~~
- ~~(b) Supplier may not alter terms and conditions as stated in the solicitation.~~

340:2-13-90. Protest of award [REVOKED]

Issued 7-1-10

- ~~(a) Suppliers that submitted responses have ten business days from contract award to submit a written protest to the Oklahoma Department of Human Services (OKDHS) Contracts and Purchasing Unit containing reasons for said protest.~~
- ~~(b) OKDHS Contracts and Purchasing Unit programs coordinator reviews the protest and contract award documentation and responds to the protesting supplier. ■-1~~

INSTRUCTIONS TO STAFF 340:2-13-90 [REVOKED]

Issued 7-1-10

- ~~1. Forms necessary for the acquisition of goods or services are detailed on the Contracts and Purchasing Forms Checklist found on the Oklahoma Department of Human Services (OKDHS) Forms drive.~~

340:2-13-91. State Use Committee [REVOKED]

Issued 7-1-10

~~If a product or service required by the Oklahoma Department of Human Services (OKDHS) is included in the State Use Committee procurement schedule, OKDHS secures the product or service from a qualified nonprofit agency providing employment to people with severe disabilities, providing the product or service is available within the period required per Sections 3001 et seq. of Title 74 of the Oklahoma Statutes.~~

340:2-13-92. Statewide contracts [REVOKED]

Issued 7-1-10

- ~~(a) If the product or service required is on a **mandatory** statewide contract, the Oklahoma Department of Human Services (OKDHS) certified procurement officer (CPO) purchases the product or service from that contract, regardless of price. ■-1~~
- ~~(b) If the product or service required is on a **non-mandatory** statewide contract, the product or service may be purchased from the contract, but it is not required. ■-2~~

INSTRUCTIONS TO STAFF 340:2-13-92 [REVOKED]

Issued 7-1-10

- ~~1. The certified procurement officer (CPO) may submit a written request to the State Purchasing Director to waive requirements to use a mandatory statewide contract. Purchases from other sources will not be allowed prior to the receipt of a waiver issued by the State Purchasing Director. A requisition is required.~~
- ~~2. Employees must compare the statewide contract price with other supplier prices to ensure that OKDHS is receiving the best value. A requisition form is required for statewide contracts.~~

340:2-13-93. Oklahoma Correctional Industries [REVOKED]

Issued 7-1-10

~~(a) If the product or service is available from the State Use Committee procurement schedule and from the Oklahoma Correctional Industries (OCI), OKDHS makes the purchase from the State Use Committee procurement schedule.~~

~~(b) If OCI can provide a comparable product or service, they must be one of the suppliers from whom a bid is solicited.~~

340:2-13.94. Exempt professional service contracts [REVOKED]

Issued 7-1-10

~~(a) The professional services exempt from competitive bidding pursuant to Section 85.7(2) of Title 74 and Section 803 of Title 18 of the Oklahoma Statutes are:~~

~~(1) physician, surgeon, or doctor of medicine;~~

~~(2) osteopathic physician or surgeon;~~

~~(3) chiropractor;~~

~~(4) podiatrist;~~

~~(5) optometrist;~~

~~(6) veterinarian;~~

~~(7) architect;~~

~~(8) attorney;~~

~~(9) dentist;~~

~~(10) public accountant;~~

~~(11) psychologist;~~

~~(12) physical therapist;~~

~~(13) registered nurse;~~

~~(14) professional engineer;~~

~~(15) land surveyor;~~

~~(16) pharmacist;~~

~~(17) occupational therapist;~~

~~(18) speech pathologist;~~

~~(19) audiologist;~~

~~(20) perfusionist;~~

~~(21) professional counselor;~~

~~(22) marital and family therapist;~~

~~(23) social worker; and~~

~~(24) dietician.~~

~~(b) The Oklahoma Department of Human Services (OKDHS) requires proof of current, Oklahoma professional certification or license of all suppliers providing exempt professional services described in this Section.~~

~~(c) The requirement for competitive bidding may not be avoided by entering into a contract with an individual licensed in one of the professional categories identified in this Section to perform non-germane services. For example, a lawyer may not be awarded a contract to serve as an investment counselor without competitive bidding.~~

340:2-13-95. Sole source or sole brand acquisitions exceeding \$5,000 and not exceeding \$50,000 [REVOKED]

Issued 7-1-10

~~(a) The Oklahoma Department of Human Services (OKDHS) is not required to seek competitive solicitations for goods or services, if the customer affirms that the goods or services may only be obtained from a single or sole source.~~

~~(b) OKDHS must seek competitive solicitations for sole brand acquisitions. Criteria which may be sufficient to justify a sole source or sole brand contract are: ■ 1~~

~~(1) only a specified make, model, or brand will meet OKDHS needs, even though the makes, models, or brands are available from multiple vendors. A brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer does not provide for full and open competition regardless of the number of vendors solicited. This restricts competition in that only suppliers able to supply a specified make, model, or brand are permitted to compete;~~

~~(2) market research clearly shows that there is only one responsible vendor and it can be demonstrated that no other supplies or services satisfies OKDHS requirements;~~

~~(3) requirement is for additional units or replacement parts of specified makes and models of technical equipment and only one vendor is available;~~

~~(4) OKDHS needs to purchase supplies or services from the original vendor in the case of a follow on contract because award to any other supplier would result in substantial duplication of costs that would not be recovered through competition or in unacceptable delays in fulfilling agency requirements;~~

~~(5) purchase of a brand name commercial item that is used for authorized resale;~~

~~(6) OKDHS has an unusual and compelling urgency for supplies or services and would be seriously injured unless permitted to limit the number of suppliers from which it solicits bid/proposals; or~~

~~(7) OKDHS needs to acquire services of an expert, such as expert services to support a current or anticipated litigation or dispute, involving OKDHS in any trial, hearing, or proceeding whether or not the expert is expected to testify.~~

INSTRUCTIONS TO STAFF 340:2-13-95 [REVOKED]

Issued 7-1-10

~~1. (a) After the supervisor approves a request to purchase a product or service, the requestor completes and submits appropriate documents to the Contracts and Purchasing Unit.~~

~~(b) The Oklahoma Department of Human Services (OKDHS) Director signs the sole source certification, Department of Central Services (DCS) Form 002, Sole Source or Sole Brand Acquisition Certification.~~

~~(c) The certified procurement officer (CPO) issues a purchase order.~~

~~(d) The CPO complies with the reporting requirements of Section 85.45j.A.8 and 9.B. of Title 74 of the Oklahoma Statutes.~~

340:2-13-96. Acquisitions of \$5,000 or less [REVOKED]

Issued 7-1-10

~~(a) Any acquisition for an amount of \$5,000 or less is exempt from competitive solicitation procedures. The items may be acquired via an authority order or purchase card, when possible, and pursuant to the provisions of the Oklahoma Department of Central Services rules OAC 580:15-6-6. However, all acquisitions of service, or those containing a service component, in any amount, require a supplier specific purchase order issued by the Contracts and Purchasing Unit.~~

~~(b) Split purchases may not be made for the purpose of evading the dollar threshold for competitive solicitations.~~

**340:2-13-97. Acquisitions in excess of \$5,000 and not exceeding \$10,000
[REVOKED]**

Issued 7-1-10

~~(a) If the acquisition is for an amount exceeding \$5,000, but is not more than \$10,000, the certified procurement officer (CPO) determines if the goods or services are available from a mandatory statewide contract or State Use supplier, a governmental agency, or non-mandatory statewide contracts. If the goods or services are available through one of these methods, the Oklahoma Department of Human Services (OKDHS) acquires the goods or services in this manner.~~

~~(1) If the acquisition is not available utilizing one of the methods stated in this Section, OKDHS acquires the goods or services by an open market solicitation.~~

~~(2) The CPO solicits quotes from at least three suppliers, if available, from the registered supplier list in the appropriate commodity classification that is maintained by the Department of Central Services (DCS) Central Purchasing Division. Additional potential suppliers may also be solicited.~~

~~(3) The CPO secures written price quotations and delivery dates from suppliers.~~

~~(4) If OKDHS and the supplier execute a contract for the acquisition, the supplier submits DCS Form 004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification), pursuant to Section 85.22 of Title 74 of the Oklahoma Statutes.~~

~~(5) OKDHS pays the supplier within 45 days following receipt, inspection, and acceptance of the acquisition.~~

~~(6) OKDHS retains documents and records of each acquisition for three years following acquisition date.~~

~~(7) All records and documentation are made available to the State Auditor and Inspector or the DCS State Purchasing Director upon request. All contracting and purchasing records required to be open under the Open Records Act are available.~~

~~(b) OKDHS may not make split purchases for the purpose of evading the dollar threshold for competitive solicitations.~~

~~(c) OKDHS may issue change orders to increase a purchase order for an acquisition not to exceed ten percent of the original purchase order total price unless the solicitation is based on a per unit price. In that case, increases may be made in excess of ten percent.~~

**340:2-13-98. Acquisitions in excess of \$10,000 and not exceeding \$25,000
[REVOKED]**

Issued 7-1-10

~~(a) If the acquisition is for an amount exceeding \$10,000, but is not more than \$25,000, the certified procurement officer (CPO) determines if the goods or services are available from a mandatory statewide contract, State Use supplier, another governmental agency, or non-mandatory statewide contracts. If the goods or services are available through one of these methods, the Oklahoma Department of Human Services (OKDHS) acquires the goods or services in this manner.~~

~~(1) If the acquisition is not available utilizing one of the methods stated in this Section, OKDHS acquires the goods or services by an open market solicitation.~~

~~(2) The CPO solicits quotes from at least ten suppliers, if available, from the registered supplier list in the appropriate commodity classification that is maintained by the Department of Central Services (DCS) Central Purchasing Division. Solicited suppliers are rotated. Additional potential suppliers may also be solicited.~~

~~(3) The CPO secures written price quotations and delivery dates from suppliers.~~

~~(4) If OKDHS and the supplier execute a contract for the acquisition, the supplier submits DCS Form 004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification), pursuant to Section 85.22 of Title 74 of the Oklahoma Statutes.~~

~~(5) OKDHS pays the supplier within 45 days following receipt, inspection, and acceptance of the acquisition.~~

~~(6) OKDHS retains documents and records of each acquisition for three years following acquisition date.~~

~~(7) All records and documentation are made available to the State Auditor and Inspector or the DCS State Purchasing Director upon request. All contracting and purchasing records required to be open under the Open Records Act are available.~~

~~(b) OKDHS may not make split purchases for the purpose of evading the dollar threshold for competitive solicitations.~~

~~(c) OKDHS may issue change orders to increase a purchase order for an acquisition not to exceed ten percent of the original purchase order total price unless the solicitation is based on a per unit price. In that case, increases may be made in excess of ten percent.~~

340:2-13-99. Acquisitions in excess of \$25,000 and not exceeding \$50,000 [REVOKED]

Issued 7-1-10

~~(a) If the acquisition is for an amount exceeding \$25,000, but is not more than \$50,000, the certified procurement officer (CPO) determines if the goods or services are available from a mandatory statewide contract, State Use supplier, another governmental agency, or non-mandatory statewide contracts. If the goods or services are available through one of these methods, the Oklahoma Department of Human Services (OKDHS) acquires the goods or services in this manner.~~

~~(1) If the acquisition is not available utilizing one of the methods stated in this Section, OKDHS acquires the goods or services by an open market solicitation.~~

~~(2) The CPO solicits quotes from all currently registered suppliers from the registered supplier list in the appropriate commodity classification that is maintained by the Department of Central Services (DCS) Central Purchasing Division. Additional potential suppliers may also be solicited.~~

- ~~(3) The CPO secures written price quotations and delivery dates from suppliers.~~
- ~~(4) If OKDHS and the supplier execute a contract for the acquisition, the supplier submits DCS Form 004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification), pursuant to Section 85.22 of Title 74 of the Oklahoma Statutes.~~
- ~~(5) OKDHS pays the supplier within 45 days following receipt, inspection, and acceptance of the acquisition.~~
- ~~(6) OKDHS retains documents and records of each acquisition for three years following acquisition date.~~
- ~~(7) All records and documentation are made available to the State Auditor and Inspector or the DCS State Purchasing Director upon request. All contracting and purchasing records required to be open under the Open Records Act are available.~~
- ~~(b) OKDHS may not make split purchases for the purpose of evading the dollar threshold for competitive solicitations.~~
- ~~(c) OKDHS may issue change orders to increase a purchase order for an acquisition not to exceed ten percent of the original purchase order total price unless the solicitation is based on a per unit price. In that case, increases may be made in excess of ten percent.~~

340:2-13-100. Acquisitions in excess of \$50,000 [REVOKED]

Issued 7-1-10

~~Products and services with an estimated cost of over \$50,000 are sent to Department of Central Services (DCS) Central Purchasing to bid the requisition, award the purchase order and process change orders after contract award.~~

340:2-13-101. Emergency purchases not exceeding \$100,000 [REVOKED]

Issued 7-1-10

~~Any emergency acquisition or contract is approved by the Oklahoma Department of Human Services (OKDHS) Director. ■-1~~

INSTRUCTIONS TO STAFF 340:2-13-101 [REVOKED]

Issued 7-1-10

- ~~(a) The requesting division supervisor submits in writing to the Purchasing and Contracts Unit certified procurement officer (CPO) the facts and circumstances giving rise to the emergency.~~
- ~~(b) The Oklahoma Department of Human Services (OKDHS) Director directs the CPO to either make the emergency purchase from the selected vendor or follow the purchasing procedures in the previous sections.~~
- ~~(c) The primary CPO must submit a requisition to the Department of Central Services (DCS) State Purchasing Director within five days following the purchase with a statement of the emergency.~~

340:2-13-102. Contract monitoring and evaluation [REVOKED]

Issued 7-1-10

~~Service contracts are monitored by the project monitor as named on the Work Plan submitted with the requisition. The project monitor ensures that services are obtained in accordance with the contract requirements.~~

340:2-13-103. Purchase card [REVOKED]

~~Issued 7-1-10~~

~~(a) All purchase card acquisitions must comply with the provisions of the State of Oklahoma Purchase Card Procedures as issued by the Department of Central Services Central Purchasing Division. ■ 4~~

~~(b) The Oklahoma Department of Human Services (OKDHS) retains records for each acquisition and contract in accordance with State of Oklahoma Purchase Card Procedures.~~

INSTRUCTIONS TO STAFF 340:2-13-103 [REVOKED]

~~Issued 7-1-10~~

~~1. Refer to OKDHS:2-11-31 through OKDHS:2-11-49 for regulations regarding the Purchase Card Program.~~

340:2-13-104. Trade-in of equipment [REVOKED]

~~Issued 7-1-10~~

~~The Oklahoma Department of Human Services (OKDHS) may use agency items of equipment as trade in when making a like acquisition with prior written approval of the Department of Central Services (DCS) State Purchasing Director. Fair market value is determined and that amount may be used to offset cost of the new item. The DCS Director of Central Purchasing may assist on determination of fair market value of an item.~~