SUPPORT SERVICES

July 2022

Meet the Support Services Staff

Mary Kunckel, Deputy Director x4508

Michelle Upchurch, PCard Administrator x4521
Manages the P Card and Travel Card Programs and assists with employee expense reports

Alysha Prude, Purchasing Assistant II x4513
Gov Deals, Surplus, Vehicle Paperwork, Employee Reimbursement Expense Reports

Terina Jaynes, Purchasing Assistant I x2130
Departments—Auditor, Building Reg's, Coroner, EMA/EMS/911, HR/Benefits, Sanitary Engineer, Solid Waste, WRRF, Sheriff, Work Release/CTF

Cece Burton, Purchasing Assistant I x4529
Departments— Admin/BCC, Planning & Development, OMB/Risk, Engineers, Family Council, Facilities, IJS, JFS/CSEA, Law Library, LCIS

Chrissy Li, Purchasing Assistant I x4465
Departments— LC4, Clerk of Courts, Com Pleas/Regional CT/Adult Probation/Felony Div/Drug Testing/Electronic Monitoring, 6th District Court of Appeals, DR and Family Court, Probate Court, Prosecutors/Victim Witness, Recorders, Support Services, Treasurer, Land Bank, Juvenile Court/Detention and Youth Treatment, Guardianship

Marsha Bochi, PT Mail Clerk x4509
         Mailroom

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UPDATING BANK INFORMATION IN ORACLE

All employees should verify their bank account in Oracle for employee reimbursements.
- Log in to Oracle
- Click the "Me" table
- Click the "Expense" tab below
- Click the "Settings" icon in the top right corner
- Click "Manage Bank Accounts"
- If the information is incorrect follow the job aid for "Assist with Bank Account Set Up" https://co.lucas.oh.us/DocumentCenter/View/76208/Assist-with-Bank-Account-Set-Up-PDF

EXPENSE REPORTS TIDBITS

- When submitting meal receipts the itemized receipt must be included.
- The tip is included in the daily meal allowance and cannot exceed 20% of the bill, unless otherwise indicated in your department travel policy.
- A Request for Training form must be included in the employee expense report if travel is for training.
- Need delegate access to submit an Expense, PCard or Travel Card report? Contact Michelle Upchurch at 419-213-4521 or mupchurch@co.lucas.oh.us
- When submitting mileage Oracle requires employees to pull a valid address from the drop-down box for starting location and destination.
- When using the PCard, sales tax is not allowable. If you are charged sales tax you must submit proof of a reimbursement request or proof of a Pay-In.
- Best practice is to always attach documentation and a detailed explanation.

TRAVEL REMINDERS

- Before traveling for Lucas County, review and understand the County Travel Policy.
- If using a Lucas County Travel Card, review and understand the Procurement Card Program Policy and Procedures.
- Lucas County is tax-exempt in Ohio.
- Lodging in Ohio is sales tax-exempt, however we do pay occupancy tax
- Meals are reimbursed per the Meals & Incidental guidelines found at www.gsa.gov for the location of travel by the meal not the day, unless otherwise indicated in your department policy.
- Need a rental car? Lucas County has an agreement with Enterprise Rental Car and should be used if the trip is more than 125 miles round trip. Contact Michelle Upchurch at 419-213-4521 or mupchurch@co.lucas.oh.us for the Lucas County information.

Need to go out to competitive bid for goods and services over $50,000?

Contact your Purchasing Assistant to start the process

REQUISITION DOCUMENTATION

Purchasing Assistants are looking for the below documentation when approving requisitions:

- All supporting documentation
- Resolution if required
- Contract
- Sole Source letter if applicable
- Signatures by approvers on quote/invoice
- LCIS Checklist if applicable

SUPP**O**RT Services

Purchasing Tiers and Exception Requirements

Tier 1 purchases are from $0.01 - $999.99 – No quote required
Tier 2 purchases are from $1,000.00 - $7,499.99 – One quote is required
Tier 3 purchases are from $7,500.00 - $49,999.99 – Three quotes are required
Tier 4 purchases are from $50,000.00 and greater – There must be a Competitive Bid

Purchasing Exception Requirements

Professional Services are exempt from competitive bidding. Professional Services are defined as the services of an accountant, architect, attorney of law, physician, professional engineer, construction project manager, consultant, and a surveyor, or appraiser.

Software and Hardware:

Under $7,500.00 requires LCIS approval and LCIS Checklist

The LCIS Checklist must be attached for any hardware and software, which comply with the technology standards set by Lucas County Information Services management. These include, but are not limited to: Microsoft Office, PC's, laptops, monitors, printers, scanners, multi- function copiers, netbooks, tablets, and smart phones.

The LCIS Checklist may be obtained by emailing the LCISHELPDESK@co.lucas.oh.us.

Over $7,500.00 requires additional approval of the Data Processing Board. Please see Attachment A.

Vehicles require additional approval of the BOCC (signed Resolution) if over $25,000.00 or its designee. If the vehicle is under $25,000.00 the County Administrator can sign off with no resolution required. Any vehicle purchases over $50,000 must go out for bid through Support Services.