



3rd Quarter 2024

## SUPPORT SERVICES NEWSLETTER

### Third Time Is the Charm!

Welcome to the 3rd edition of our newsletter in 2024. We are excited to share the latest updates and progress from our department that reflects our commitment to serving you with excellence.

Meeting your purchasing needs is important. Do you have any questions or pain points? Let us know! Our contact information is listed below, but for general questions, simply email [purchasing@co.lucas.oh.us](mailto:purchasing@co.lucas.oh.us).

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### Seal the Deal: Close Out Your 2024 Purchase Orders

No time like the present to run a Purchase Order report in Oracle to review the status of your department's purchase orders. All purchase orders must be closed before the end of the year. This is a necessary step in the purchasing process to ensure that encumbrances are released. Outstanding purchase orders do impact budgets. All purchase orders that are not needed, must be cancelled. Other open purchase orders should be completely received on and invoiced to close. Mary previously sent out a "cheat sheet" that provides important instructions, including how to generate the report in Oracle, definitions, a FAQ section, and more. If you need a copy, email [purchasing@co.lucas.oh.us](mailto:purchasing@co.lucas.oh.us).



Support Services establishes our year-end deadlines based on the year-end calendar the Auditor's office generates. This information is usually released in October. Be on the lookout for it soon!

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### Department Info

One Government Center  
Suite 480  
Toledo, OH 43604  
Main Line: 419-213-4519  
Fax Line: 419-213-4533

Business Hours:  
Monday—Friday  
8:30 am—4:30 pm

### REQ APPROVAL REMINDERS

Before you finalize the approval

- ✓ Make sure the amount of the requisition matches the documentation that is attached
- ✓ Confirm that the funding stream entered matches the budgeted allocation
- ✓ Support Services only receives notification of a requisition once it has been approved by the department, not at the time of its initial submission



#### REMINDER: Purchasing Tiers

- **Tier 1 Purchases** are from \$0.01–\$999.99 — no quote is required
- **Tier 2 Purchases** are from \$1,000.00–\$7,499.99—one quote is required
- **Tier 3 Purchases** are from \$7,500.00–\$74,999.99—three quotes are required
- **Tier 4 Purchases** are from \$75,000.00 and greater—there must be a competitive bid

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## From the Mail-Room: Keep It Neat

With the use of the new mail machine, we continue to prioritize efficiency and accuracy in our mailings. We'd like to remind all departments to avoid overstuffing envelopes. Overfilled envelopes can lead to processing delays, increased postage costs, and potential damage to important documents.

To ensure same-day processing, mail should be dropped off by noon. Two pieces or more should be rubber banded together. The department account code

should be clearly listed on the envelope.

Thank you for continuing to contact Marsha Bochi when your department has a bulk mailing (100 pieces or more).

The mailroom door remains secure with the same pin code entry, but how you request assistance with our staff at the door has changed. The doorbell was removed and a telephone that meets ADA requirements was installed to the left of the door.

## Create Requisitions in Oracle with Confidence

This begins with understanding the process and ensuring all required fields are accurately entered. *A supplier and a supplier site must be selected.* If this information is not selected, the requisition will be returned. To ensure clarity, carefully review the supporting documentation by verifying that all information is precise, complete, and aligned with the requirements of the requisition. For example, if you are paying an invoice, the invoice should be attached. Attaching a quote is not sufficient if your requisition is a TAN. Finally, familiarize yourself with guidelines and approval workflows to avoid delays.

It is important to remember that processing requisitions into purchase orders is only a small portion of what the purchasing assistants do each day. While we strive to process the requisitions timely, same day processing is not guaranteed. You should not reach out to check the status of the requisition unless it has been more than 5 business days. If you need a requisition expedited, please email [purchasing@co.lucas.oh.us](mailto:purchasing@co.lucas.oh.us).

To review more information on TAN and understanding purchase orders, [revisit past newsletters](#):

1st Quarter 2024: [To TAN or Not to TAN](#)

2nd Quarter 2024: [Making Purchase Orders Easy to Understand](#)

## Reclaim Your Budget: Sell Items on GovDeals

Any County owned obsolete or surplus item must be declared as such via a signature from the County Administrator. If the fair market value of the item is under \$2500 it may be disposed, donated, or auctioned on GovDeals. Property with a fair market value of \$2500 or greater must be sold on GovDeals.

To begin, email the completed Surplus & Obsolete Declaration form to [purchasing@co.lucas.oh.us](mailto:purchasing@co.lucas.oh.us). This form can be found on the Support Services' web page under documents & resources.

Support Services will obtain proper signatures and return the signed form to you with next step instructions based on what you want done with the items listed on the form.

We have streamlined the process and have a checklist of all information that is required to post your items on GovDeals.

During the first half of 2024, Lucas County generated \$19,201.66 in revenue from surplus items for various departments and agencies, helping to beef up budgets one dollar at a time!



*Remember to contact Support Services if your department is looking to purchase, lease, or dispose of a vehicle*



## Save Smart, Spend Wisely: Advantages of Using Amazon

It has been over one year since Lucas County expanded its partnership through a cooperative agreement with Amazon. This centralized Amazon government business account not only offers discounts, but free shipping, capability to set preferences to keep County dollars local, and easy checkout with our tax exemption already on file. Your department can utilize this centralized prime membership at no cost. Contact Mary to get registered if you haven't done so already.

Upon the initial expansion of the partnership, Amazon granted Lucas County the government business membership free for one year. Mary negotiated the renewal to keep our membership complimentary through 2025. That is a cost savings of \$3,500! In addition, Amazon will distribute an annual rebate to Lucas County, which is a percentage of total purchases made during a 12-month period. Total spend to-date with Amazon is around \$216,000. Typically, rebates range between \$4000—\$15,000! This is why using one centralized government business account with Amazon is so important! Amazon will calculate the rebate soon. Support Services looks forward to sharing more information in the 4th quarter newsletter.

## Empower Progress: Increasing MBE Spend for the Greater Good

Promoting increased MBE spend is a vital aspect of inclusivity and growth for Lucas County. It truly is a collaborative effort across all County departments and agencies. It requires an intentional effort to include MBE suppliers in your department's purchasing decisions. During the first half of 2024, Lucas County has spent over \$2.4 million with diverse suppliers, around \$623,000 with diverse suppliers within the p-card program, and just over \$70,000 with diverse suppliers with Amazon. By integrating MBE considerations into buying practices, Lucas County is not only supporting a more diverse marketplace, but driving meaningful progress to achieve broader diversity goals and create positive change within Lucas County.

## Approve with Precision: Ensure Expense Reports are Accurate

A manager's role in the expense report process is much more than selecting the approve button in Oracle. Manager accountability is rapidly becoming an industry standard within the public sector, reflecting a broader shift towards enhanced oversight and transparency. Furthermore, when managers actively engage in the approval process, it fosters a work environment where financial diligence is valued and expected. Upon review of an expense report, a manager should be ensuring that expenses are entered accurately, properly justified, and aligned within policy guidelines and budgets. This includes checking the funding stream too. Managers should confirm that the documentation attached to the report provides a clear and verifiable record of each expense, which helps to facilitate accurate audits. Support Services audits expense reports according to policy to ensure that all documentation matches what is entered into Oracle. The Auditor's office audits according to policy to process payment and verify it is a valid public purchase.

There is no doubt that a manager's time is valuable and often stretched thin, but the precision needed in the expense report approval process cannot be overlooked. Support Services is currently working on a training module for managers that will enhance their ability to review expense reports effectively, ultimately saving time in the long run. More to come soon.