



POLICY DOCUMENT

Purchasing and Reimbursement Policy

Effective Date: January 19, 2024 (Approved January 18, 2024)

I. Purpose

The purpose of this Purchasing Policy is to establish guidelines and procedures for the procurement of goods and services by the Downtown Development Authority, hereafter referred to as "the DDA." This policy is designed to ensure transparency, accountability, and the responsible use of public funds in accordance with applicable laws and regulations.

II. Scope

This policy applies to all employees and representatives of the DDA involved in the procurement process. It covers the purchase of goods and services necessary for the day-to-day operations of the DDA, including routine office expenses, grant administration, and contract services.

III. Procurement Authority and Tax Exemption

The Executive Director, or their designee, is designated as the official procurement authority for the DDA. Only authorized individuals within this department have the authority to initiate and approve procurement actions.

The DDA is tax exempt. Direct purchases made by the DDA should not include State or Federal Taxes. The DDA shall make an effort to obtain tax exemption when deemed reasonably appropriate.

IV. Budget Considerations

The DDA's annual budget will serve as the primary reference for procurement decisions. All purchases must be within the approved budget allocation for the respective department or project.

V. Micropurchases & Competitive Bidding

It is the DDA's responsibility to make every effort to obtain the best price possible for any expenditure of funds.

Micropurchases from \$0.00 to \$4,999.99 do not require any formal solicitation or quotes or bids.

To promote fairness and competitiveness, the DDA will seek competitive bids by at least three (3) vendors for purchases exceeding \$5,000.00 or contracts with a total valuation exceeding \$5,000.00, whenever practical. This process will be facilitated through open and transparent means, encouraging the participation of qualified vendors. In the event that the DDA is unable to obtain three (3) competitive pricing quotations or bids,

correspondence of solicitation efforts from a minimum of three (3) vendors shall be compiled for documentation of attempts to receive bids.

VI. Sole & Single Source Purchases

In cases where a sole or single source is the only practical option, the DDA may make sole/single source purchases. However, such decisions must be justified and documented, highlighting the reasons for selecting a specific vendor. When the DDA is recommending a Sole Source purchase, documentation from the vendor shall be requested confirming the exact Sole Source distinction of the product or services (Sole Manufacturer, Exclusive Distributorship, Etc.). When the DDA is recommending a Single Source purchase, documentation shall be recorded to justify the selection of a Single Source provider.

VII. Contract Services

- A. Request for Proposals (RFPs): Contract services for professional services with an estimated value exceeding \$10,000.00 shall be procured through a competitive RFP process. The RFP will clearly outline the scope of work, evaluation criteria, and other relevant details.
- B. Evaluation Committee: An evaluation committee shall be appointed to review and evaluate proposals received in response to RFPs. The committee will consist of individuals with expertise in the subject matter, finance, and legal matters and shall at least two DDA Board members but in no case a majority of DDA Board membership.
- C. Contract Approval: The award of contracts for services exceeding \$10,000.00 shall be subject to approval by the DDA Executive Board. Contracts must clearly define the scope of work, deliverables, timelines, and payment terms.

VIII. Grant Administration

The DDA primarily facilitates two types of grant programs, the Façade Improvement Program (FIP) and the Capital Improvement Grant (CIG). Occasionally, other grants are managed by the DDA.

- A. Façade Improvement Program.
Façade Improvement Program grant awards of less than \$5,000.00 shall be authorized for payment after approval by the Board established Design Committee. Grant awards of \$5,000.00 or more shall require approval by the DDA Board.
- B. Capital Improvement Grants.
Capital Improvement Grants are reimbursement based. Grant reimbursement shall occur upon completion of the project. All expenditures related to grant administration must be in compliance with grant terms and conditions. Grants awards of less than \$5,000.00 shall be authorized for payment after approval by the approval body.
- C. Other Grant Programs.
Other grant awards of less than \$5,000.00 and authorized in the annual budget shall be authorized for payment after approval by the Board established Design Committee. Grant awards not authorized in the annual budget or of \$5,000.00 or more shall require approval by the DDA Board.

IX. Miscellaneous Purchases and Travel

From time to time the DDA may make purchases to support the mission of the DDA. Such purchases must be within the bounds of the approved budget. Purchases amounts for items or for events of \$5,000.00, or collectively totaling \$5,000.00 or more, shall require approval of the Board. Miscellaneous purchasing policies are further detailed below.

A. Public Celebrations and Events:

The DDA may expend funds for events in furtherance of a public purpose in line with the mission of the DDA. DDA funds may be utilized for the Board and staff training, and community events open to the public.

B. Coffee, Food, Light Refreshments.

The purchase of food and drink items shall be limited to when employees and public officials are required to work an extended period of time outside of normal business hours (specific work sessions or meetings to discuss business not normally considered routine), or when conducting DDA business to the benefit of the public (such as public hearings, or public work sessions), when the public is encouraged and invited to attend. This includes instances of the DDA performing outreach or education to the public via workshops, training or forums. Food items shall be limited to what serves the needs of the meeting attendees at the least cost to the DDA. Examples include pizza, sandwiches, or salads that are easily divided among meeting attendees. Routine individual or private group meetings conducted with DDA staff during normal working hours are ineligible for the purchase of coffee, food or light refreshments with DDA funds. Normally scheduled recurring meetings such as the DDA Board meeting or any other regularly scheduled recurring meetings are also ineligible for the purchase of coffee, food or light refreshments with DDA funds. Coffee, food, light refreshments, snacks, or candy, for employees use during normal working hours, are considered personal and not for a public purpose.

C. Travel Policy

This outlines the guidelines and procedures for reimbursing employees for expenses related to business travel. Travelers may utilize DDA Credit Cards or personal cards for travel. In no instance shall travel costs be advanced to an employee or Board member.

1. Conference Registration:

Employees are eligible for reimbursement of conference registration fees associated with business-related events. Reimbursement will be made upon submission of valid receipts and proof of attendance.

2. Airfare:

Employees are authorized to book economy class airfare for business travel. Reimbursement will be processed upon submission of the original airfare receipt and itinerary. Up to one bag per person of luggage fees shall be deemed covered under this policy.

3. Lodging Costs:

Employees and Board members are expected to book accommodations at hotels within the General Services Administration (GSA) rates. If lodging must be at a specific establishment due to attendance at a conference, training, etc., and the establishment will not honor the current GSA per diem rate at the time of booking (e.g., due to seasonal rates or special events, etc.), the employee shall obtain an estimate from the lodging establishment for the rate to be charged and document the reasoning

why the current GSA per diem rate cannot be honored. The estimate and supporting documentation shall be submitted to the Executive Director for approval prior to booking. Reimbursement will be provided upon submission of the hotel receipt, clearly indicating the rate charged.

4. Meals & Incidental Expenses (M&IE):

Meals and incidental expenses (minor expenses associated with business travel such as tips) shall be reimbursed to the employee at the current U.S. General Services Administration (GSA) per diem rate for domestic travel (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Estimated per diem rates shall be submitted to and approved by the Executive Director prior to travel.

5. Use of personal vehicle:

For business travel requiring the use of a personal vehicle, employees and Board members will be reimbursed on a mileage basis as described below. Mileage reimbursement shall account for all vehicular travel costs including but not limited to fuel and wear and tear on the personal vehicle. The driver of the personal vehicle must have insurance meeting satisfying the minimum required under Wyoming State law and the vehicle used for travel must be lawfully registered and in safe operating condition.

6. Mileage:

Mileage incurred on a personal vehicle shall be reimbursed at the current rate approved by the Wyoming Governor. The current rates for use of a personal vehicle can be found on the Governor's Memo on Mileage Rate of Personal Vehicles available on the Wyoming State Auditor's Office (<https://sao.wyo.gov/travel/>). Submission of a mileage log, including the purpose and distance traveled, is required for reimbursement.

7. Use of Rental Vehicle:

When a personal vehicle is not available and other transportation modes are not available, a rental vehicle may be used and costs for the vehicle, rental insurance, and fuel shall be reimbursable. When booking a vehicle rental, employee must select the lowest economy class vehicle rate (rates available in the market at the time of booking, preferably well in advance of trip to attain the lowest possible rental cost). Costs for vehicle upgrades at the time of rental will not be reimbursed.

8. Prohibited Expenses:

The purchase of recreational drugs and alcohol during business travel is strictly prohibited. Any expenses related to these items will not be reimbursed.

9. Submission and Approval Process:

Employees seeking reimbursement must submit a summary report of all expenses, along with all required receipts and documentation, to the Executive Director for approval. Approval will be granted based on adherence to this policy.

X. Documentation and Record-Keeping

A. Documentation Required.

Accurate and detailed records must be maintained for all procurement and purchasing activities, including but not limited to purchase requisitions, correspondence with vendors during bid solicitation, bids received, contracts, and invoices. Card usage must be monitored, and random audits by the Executive Director will be conducted, on both purchasing card activity and the Cardholder's acquisition

of purchasing receipts. All records will be subject to periodic audits to ensure compliance with this policy.

B. Missing Documentation.

If a receipt is missing, the vendor should be contacted and asked to provide a detailed receipt, credit memo, or an adequate substitute. If a purchaser does not have an itemized receipt or other itemized purchasing record, a statement that includes a description of the item, date of purchase, merchant's name, and an explanation for the missing support documents must be submitted. The statement must be signed and dated by both the purchaser and the Executive Director. Frequent instances of missing documentation will cause an employee's purchasing privilege to be revoked.

XI. Ethical Considerations

All DDA-related employees involved in the procurement process must adhere to the highest standards of ethical conduct. Avoidance of conflicts of interest, fair dealing, and the prohibition of personal gain from procurement activities are essential principles to be followed.

XII. Review and Updates

This Purchasing Policy will be periodically reviewed and updated to ensure its continued relevance and effectiveness. Any amendments will be communicated to all relevant parties.

XIII. Compliance

Non-compliance with this Purchasing Policy may result in disciplinary action, up to and including termination of employment. Any suspected violations should be reported to the DDA Chair, President, and Executive Director.

By adhering to this Purchasing Policy, the DDA aims to uphold the highest standards of fiscal responsibility and accountability in the management of public funds and the procurement of contract services.