

Capital Community College Purchasing Procedures

General Statement

This Purchasing Guide contains information regarding the basic policies and procedures to be followed for procurement at Capital Community College. It provides guidance in purchasing transactions and offers useful information about how the purchasing process works in general.

Purchasing Contacts:

Name	Title	Phone	E-Mail
Carrie Benyei	Associate Fiscal Admin. Officer	906-5066	cbenyei@ccc.commnet.edu
Anne Romus	Purchasing Assistant	906-5065	aromus@ccc.commnet.edu
Tyshawn Pemberton	Storekeeper Assistant	906-5069	tpemberton@ccc.commnet.edu

Go to <http://www.ccc.commnet.edu/purchasing.htm> for online forms.

Role of the Purchasing Department

The Purchasing Department is responsible for the purchase of all goods and services occurring within Capital Community College including receiving of USPS, FEDEX and UPS shipments and all functions of the Capital Community College Mail Room on the 7th floor and the Capital Community College Loading Dock located at 153 Market Street.

Delivery of all goods and mail is also the responsibility of The Purchasing Department.

Individual departments may conduct preliminary investigations while developing a source for new products or specialized equipment or services, however, final commitments for all purchases are made by the Purchasing Department in accordance with Connecticut General Statutes and Community College System policy.

Requests for Purchase Orders

Requests for the purchase of goods and services must be accomplished by the submittal of an authorized and approved purchase requisition (see exhibit A). Proper funding must be in place and noted on the requisition.

- **Requisitions for items relating to computers, printers, software, telephones, or upgrades and/or accessories for these products must first be reviewed and signed off by the Director of the Information Technology Department before submission to Purchasing.**

Purchase Requisition must contain the following:

- a) Name, department, phone number, delivery location.
- b) Funding source.
- c) Date required.
- d) Recommended Vendors: Complete name, address, web page, phone and fax number of the vendor you wish to use.
- e) Item Description: A complete description of the item(s) you wish to order, including part numbers and latest pricing. When calling a company for pricing, indicate that we are a governmental and educational institution (in case there is a discount available), not subject to sales tax. **Be sure to indicate that your call is an inquiry only. Do not place any telephone orders, make any commitments, or sign any contracts.**
- f) Appropriate approval(s)

Purchase Order Creation

The Capital Community College Purchase Order (see exhibit B) is the vendor's authority to provide and invoice for the goods and/or services specified. PO's are generated by the Purchasing Department directly from the requirements outlined on the approved purchase requisitions. The PO covers the essential elements of the purchase and conveys all the necessary purchasing requirements, term and conditions.

How your purchase requisition is converted to a purchase order

When the requisition is received, the Purchasing Department does the following:

- Reviews the requisition to determine that all required data is provided to assure prompt processing of the order.
- Determines if the items for purchase are available using an existing State Contract, State Certified Small or Minority Vendor or needs to go through the bidding process.

- Enters the requisition in Banner to be forwarded to the Director of Finance for final approval.
- Approved purchase order is printed and forwarded to the vendor as an approved purchase.
- Returns yellow copy of purchase requisition to originator with assigned purchase order number.

How you can help

To assist the Purchasing Department in expediting your requests, we offer the following suggestions:

- Identify those areas where you can plan ahead for procurement, thereby allowing us time to facilitate the order. The more time Purchasing and the vendor have to process the order the better job we can do for you
- Submit a separate requisition for each vendor
- Include the date materials are required. Do not use ASAP. Requisitions with a specific delivery date will be given priority over those with a missing delivery requirement
- Attach all quotes obtained, registration forms, agreements that pertain to the goods and services to be purchased
- Attach a spread sheet when ordering a large list of items from a single vendor; include item numbers, description of items, quantity requested and unit price
- The name of the event must be placed on the requisition when ordering refreshments per refreshment policy on page 5

How to place a stockroom order

The Stockroom has supplies for the basic everyday needs of the College's faculty and staff (the Stockroom is not for student or student organization use). To obtain supplies, fill out a **Stockroom Supply Form** (see exhibit C) with the quantity required. The form must be filled out completely (name, room number, telephone number and date supplies are needed). Leave the form in the 7th floor mailroom box labeled "**Stockroom.**" When your order is ready it will be delivered to you. **Stockroom orders do not require an approval signature.**

Receiving procedure for outside orders

All approved outside orders are delivered directly to the Stockroom. Your order is matched with a Purchase Order, checked in and delivered to you. You will be asked to sign (your full name) and date, either the packing list or the receiving copy of the Purchase Order. Be sure to check off each item to verify that nothing is damaged or missing. Notify Purchasing immediately of any discrepancies.

All returns are handled by the Purchasing Department. If your order needs to be returned for any reason, i.e., damaged items, duplicate shipment, incorrect item, please call Purchasing as soon as possible to assure proper credit or exchange of items.

Fixed Asset Items

Goods costing \$1000 or more are considered a "Fixed Asset." These items are assigned an inventory number at the time of delivery and the location of the item is recorded in the fixed asset module of Banner. This module feeds the annual system wide inventory conducted each summer.

Any item with a bar-coded inventory tag (see below) should not be moved or disposed of without notifying Nancy Decker at ext. 5054 or the Purchasing Department.

Capital Community College



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Unauthorized purchases

Goods or services that are received without proper processing through the Purchasing Department are not considered contractual obligations of the College. Goods and services identified upon delivery as not related to a Purchase Order or college business may be refused and returned to the vendor.

Refreshment Policy

Capital Catering is the current contracted vendor for CCC and must be utilized.

General Guidelines

1. College division or departments routinely scheduled meetings should be planned to avoid extending into lunch and dinner breaks when possible. The consistency, members and duration of the meeting are indicators in determining the appropriateness in using budgetary funds for this purpose.
2. Purchase requests for refreshments that do not follow this policy will be reviewed by the Director of Finance and Administrative Services and may require the President's signature before a purchase order is issued or an invoice is paid.
3. Under certain circumstances, it may become necessary that in the best interest of the College, the President may invoke an exception to the above policy.
4. Please keep in mind that business meals and events with meals where only College employees are in attendance are subject to close public examination and audit. This type of expense must be documented as necessary and reasonable in all instances.

Allowable Expenses

Expenses of breakfast, luncheon or dinner meetings held on-campus in connection with College business or with the entertaining of guests visiting the College on official business are allowable. Expenditures should be limited to the cost of food and beverage only. Meals for employees using budgetary funds are allowed when:

- The charge is part of a conference or workshop expense
- It is necessary to hold a meeting to carry out official College business that extends through breakfast, lunch, or dinner
- A member of a search committee hosts a candidate for a position.
- A departmental employee hosts a visiting lecturer or other official guest to the College

Non-Allowable Expenses

Ad hoc committee meeting and informal meetings consisting solely of College employees should not include breakfast, luncheon, or dinner expenses from budgetary funds. For grant-supported payments pre-approval is required by the Grant Administrator.

Examples of expenses that are non-allowable:

- Birthday cakes and or other personal milestone celebrations
- Retirement parties
- Holiday and other luncheon employee gathering
- Office parties
- Employee entertainment

State Code of Ethics

Contracting

The General Statutes of the State of Connecticut make provisions for preventing one from using his/her public position or confidential information gained in State service for personal financial benefit. In accordance with C.G.S. 1-84(i), a State employee and his/her immediate family are prohibited from entering into contracts with the State with a value of \$100.00 or more unless the contract has been awarded through an open and public bidding process.

Gifts

As a public official or state employee, there are rules in place regarding accepting gifts from both restricted and non-restricted donors. A gift is defined as anything of value that you (or in certain circumstances a member of your family) directly and personally receive unless you provide consideration of equal or greater value (e.g., pay for the item).

Restricted Donors

In general, you may not accept gifts from restricted donors. Restricted donors include registered lobbyists; individuals or entities doing business with your state department or agency; individuals or entities seeking to do business with your state department or agency; individuals or entities engaged in activities regulated by your state department or agency; or contractors pre-qualified by the Connecticut Department of Administrative Services. There are certain exceptions that may apply, such as token items valued at \$10 or less.

Non-restricted Donors

Besides the restricted donors outlined above, the law addresses gifts from two other categories of individuals: non-restricted donors giving you something because of who you are in state service and non-restricted donors giving you something that has nothing to do with your state service. If a gift is from someone who does not fall within the definition of a restricted donor, but is nonetheless giving you something because of your public position, you may only accept up to \$100 annually from that donor, in addition to any of the items listed in the various gift exceptions. There is no limit as to what you may accept from a non-restricted donor who is giving you a gift that has nothing to do with your state service, such as your neighbor of 20 years or a best friend from kindergarten.

Contracts

Contract Instructions

Contact the Purchasing Department for personalized instruction on utilizing the most current online templates.

Contract Guidelines:

- All contracts must be reviewed by the Purchasing Department before being sent out for the contractor's signature.
- PSA's are to be used only when no employer/employee relationship exists.
- Contracts less than \$3,000.00 must be approved and signed by the contractor and forwarded to the Purchasing Department at least 10 business days prior to the actual contract start date.
- Contracts equal to or greater than \$3,000 must be approved and signed by the contractor and forwarded to the Purchasing Department at least 21 business days prior to the actual start date to allow time for the AG's review and signature.
- Funding source must be noted on all contracts that involve a cost to the College.
- Contracts with a cost of more than \$10,000 must go through the bid process.
- All contracts with a corporation must include a Corporate Resolution or Secretarial Certificate. Instruction packets are available in the Purchasing Department.
- A signed Contract **Request for Payment** Form (see exhibit D) should be forwarded by the originator stating that services have been rendered and total amount due before payment any payment will be issued.

Contract Types

Effective June 2010 new contract regulations have taken effect. All Capital Community College contracts must be on the new contract templates as appropriate or other contract forms where permitted.

1. **CCC Cost or No Cost Agreement** - For any contract with firm or corporation for cost or no cost to the College which provides services to the college or its students (e.g. bookstore, daycare, or by which the college provides non-instructional service to the community or to some external organization (e.g. rental of college facilities). Note, this template is essentially a shell with the State's required language similar to the PSA. The "Description of Services" section should be utilized to describe the particular arrangement. (Any unique legal terms and conditions that go beyond the description of services will require discussion or negotiation with AG).

2. **CCC Revenue Agreement-** For all revenue-generating CE/BISN contracts whereby the college agrees to provide credit or non-credit instruction on a contract basis to a company or other external entity, excluding another State of Connecticut agency. Agreements over \$3,000.00 require the approval of the Attorney General's Office.
3. **CCC Personal Services Agreement** (for individuals only)– For all purchases of services that entail a cost to the college, including CE/BISN departments engaging a business. PSA's over \$3000.00 require the approval of the Attorney General's Office.
4. **CCC Clinical - NON-NURSING Standard Site Agreement Language**
5. **CCC Clinical - NURSING Standard Site Agreement Language**
6. **CCC Lease Agreements**, for all external or internal lease agreements, please see Purchasing at least 2 months before lease (rental) is to begin for contract details.
7. **CCC Memorandum of Understanding (MOU)** – For all revenue or cost agreements between the college and another State of Connecticut governmental agency, including CE/BISN educational services agreements, grants from another State of Connecticut agency, or other non-grant agreements between the college/SO/system and another CT state agency.
 - “NO-COST” or “NO-REVENUE” agreements with another state agency and all agreements between/among Community Colleges do not require an MOU.
 - CT STATE GRANTS (STATE) – Utilize CCC MOU wherever possible, however for other CT State agencies which have their own standard grant format, ensure that comparable language covers all components of CCC MOU.
8. **Federal Grants or Contracts (FED)** – For all agreements between the college and a Federal Government Agency, the college may utilize any of the above forms of agreement, depending on the nature of the contract, or may utilize whatever form of agreement is specified or required by the Federal agency.
9. **Grant Agreement (GRNT)** – For all grant agreements excluding those with Federal government or Connecticut State government agencies, (i.e. including private individuals, businesses, municipalities, other state governments, foundations, etc.), the College must attempt to utilize the CCC GRANT AGREEMENT template form which includes all State of Connecticut minimum contracting language, or if grantor requires its own form, must attempt to incorporate the minimum contracting language or other similar language that is not inconsistent with the minimum contracting language. GRANTS WHICH DO NOT COMPLY WITH STATE OF CT REQUIREMENTS MAY REQUIRE NEGOTIATION BETWEEN THE AG'S OFFICE AND GRANTOR – early notification and discussion of issues with grantor and AG is encouraged.

Travel Authorization

The Capital Community College Travel policies pertain to all employees of the College including student workers or students traveling using Student Activity Funds.

Travel Guidelines

- A Travel Authorization is required for all out-of state travel and all in-state travel with a cost greater than \$25.00. (See Exhibit E)
- Travel Authorizations must be completed and be signed by your Dean and the President before your travel takes place.
- The funding source for your travel must be included on your Travel Authorization.
- In order for Purchasing to pay for any registrations or air fare, a purchase requisition for each service required should be attached to your travel authorization. Requisitions will only be processed if the Travel Authorizations are complete and funding is available.
- To be reimbursed for actual expenses incurred, submit an Employee Payroll Reimbursement form along with a copy of all receipts to the Accounts Payable Department. (see Exhibit F) Approved reimbursements will be included in your paycheck.
- The Purchasing Department must be notified if an approved Travel Authorization is canceled. This must be done to release any encumbered travel money and request refunds if applicable.
- Last minute canceling of plane reservations and/or hotel reservations are the responsibility of the person traveling. Purchasing must be notified as soon as possible.

Preview Policy for Supply and Equipment

Preview Policy: Any items requested or received for preview must be secured by means of the process described in this policy. **Under no circumstances should any individual arrange for a preview without going through the Purchasing Department first.**

Fill out a Purchase Requisition: All college Staff and Faculty must notify the Purchasing Department of their intent to request a preview (trial offer, etc.) of any commodity (i.e. books or equipment). This will be accomplished through the use of a **Purchase Requisition prior to the preview**. The requisition must be clearly marked as a **PREVIEW**.

Costs: Any costs associated with the preview of commodities or equipment, such as those listed below, will become either the responsibility of the individual or that individual's departmental budget dependent upon the action/inaction taken by the faculty or staff employee:

- Shipping, handling, freight, postage
- Re-stocking charges
- Forced or mandatory purchase due to:
 - condition of returned goods or equipment
 - return of goods beyond return policy of vendor
 - other terms and or conditions put forth by the vendor as a condition of the preview

Return of Preview Items: The mailroom/stockroom staff can assist in the return of previewed items, but it is the responsibility of the employee previewing to retain the item(s) previewed in **returnable condition** with all appropriate packaging materials needed for a vendor's acceptable return. This individual must also secure any authorizations needed for the return from the vendor.

- **No packages are to be returned without prior review by the Purchasing Department.** This is to ensure that all paperwork is in proper order, shipping requirements are met and that no charges will be incurred by the college.

Desk, Complimentary and Faculty Review Books

Publishers ship many unsolicited free books for review on a daily basis. If you have requested a free publication, especially an annotated Teacher's Edition, please notify the Purchasing Department with Tracking information. We will hold the book in the Purchasing Office for your pick-up. Otherwise, free and unsolicited books will be placed in the mail room or adjunct office on the 10th floor.

Mailroom Procedures

The college mailroom is limited to College Use and solicitation notices **should not** be placed in mailboxes.

All USPS mail, including priority mail, express mail and certified mail are picked up from the College and processed by D.A.S. Central Mailing on Trinity Street. **All personal or prestamped mail must be deposited in US Mail Boxes. The College is not responsible for personal mail left in the mailroom.**

All outgoing College mail must be placed in the blue bins in the mailroom. Please read the labels on the bins for proper sorting according to size and destination. **Outgoing Mail must have the College name and address, plus the employee or Department name in the return address section. Mail is collected once daily from the mail room at 8:30 a.m. Monday thru Friday.**

Bin #1

Inter-Agency Mail is picked up and delivered by a CT State Courier and should not be mixed with mail that is to be stamped and mailed by the USPS. **All Inter-Agency mail must be in the State yellow-lined or reusable pink (STO-499) envelopes** and must have a **complete street address, including departments and name** or it will be returned to CCC as undeliverable. **Examples:**

STATE OF CONNECTICUT INTERDEPARTMENTAL MAIL		INSTRUCTIVE
REUSABLE ENVELOPE STO-499 REV. 3/90		
<i>(Stock No. 7532-005-01)</i> <i>Printed on recycled (or recovered) paper</i>		
AGENCY	Bd. Of Trustees for Community Colleges	
	Douglas Ginsberg	
	61 Woodland St.	
UNIT AND/OR ADDRESS	Hartford, CT 06105	

DATE	DELIVER TO
	Office of the Attorney General Sarah Childress, Health & Ed. Dept. 5th Floor 55 Elm Street Hartford, CT

Bin #2 Outgoing USPS Mail Non-Letter

Please place all **non-letter mail** in this box: Large envelopes, Catalogs, Schedules, Postcards, etc. All mail in manila envelopes or any large envelope must be sealed or taped closed with metal tab covered. All envelopes must be sealed and rubber-banded or flapped-over and rubber-banded.

Bin #3 Outgoing USPS # 10 Letter Size Envelopes

This bin is for #10 size envelopes only. Mail deposited here will be fed through the auto mailer at D.A.S. Central Mailing. Standard sorting rules apply:

- Do not mix Window Envelopes and Plain Envelopes in same bundle
- Envelopes must be rubber-banded
- Mail oriented in same direction
- sealed and rubber-banded
- unsealed and flapped over plus rubber-banded

Mail Boxes College mailboxes on the 7th floor are in three sections

All interoffice college mail should be placed in the individual's mailbox not in the blue buckets.

1. Permanent staff, faculty and departmental offices have boxes in the first section.
2. Adjunct boxes are in the second section and are assigned each semester as the roster develops and are cleaned out two weeks after the end of the spring semester. If you have not been assigned a mailbox please contact your Department Chairperson or call Purchasing ext. 5065.
3. Student Clubs are located in the third section.

Student Clubs and Organizations

In order to facilitate efficiently the processing of Student Senate and Club purchase requisitions the following procedure must be followed.

- All requests for goods must be submitted on an approved and signed Purchase Requisition and all requests for contracted services must be submitted on a signed Contract to the Purchasing Department. Please allow at least two weeks for Purchase Requisition to be processed and items to be delivered. Please allow three weeks for Contract to be processed.
- Do not request the use of Petty Cash for the purchase of goods and services, the Purchasing Department will determine the purchasing method for all requisitions.
- All Student Senate requisitions must be signed by the Student Senate Treasurer.
- All purchase requisitions from the Student Senate and Student Clubs must be signed by the Dean of Student Services or the Director of Student Services.
- All requisitions must have minutes attached showing that the money allocated for that particular purchase has been tabled and approved by the individual club. If a large sum of money has been approved for an event, the minutes must include a detailed list of expenses and estimated costs for that event. Minutes must be submitted in the approved format.
- When several items for purchase are mentioned in the minutes there should be one requisition submitted per vendor. Please highlight the item to be purchased on the attached minute so there is no confusion in matching line items.
- When ordering custom items (give aways with College logo, T-shirts, flyers that need to go out to print, etc.) add at least three weeks for processing and delivery.
- Never commit an order to a vendor until the Purchasing Department has reviewed the order and issued a purchase order. The Purchasing Department may change the order to a vendor that holds a Contract Award, accepts a purchase order from the College or can provide the items or service requested for a better prices and time frame.
- All out-of state travel by students must have a signed Travel Authorization form on file in the Purchasing Department before the travel takes place or payment of travel expenses are made. The Travel Authorization shall identify the student traveling, estimated costs and source of funding for the proposed travel. A signed purchase requisition should be forwarded with the Travel Authorization for any expense (registration, transportation, hotel, and meals) associated with the travel. Travel that involves booking flights and reserving hotels should be done well in advance to secure the best prices.

Exhibit B



Capital Community College
950 Main Street
Hartford, CT 06103

PURCHASE ORDER

SHOW PURCHASE ORDER NUMBER ON ALL DOCUMENTS
PURCHASE ORDER # P0231076
DATE OF P.O. 09/10/09
DATE REQUIRED 09/15/09

SHIP TO: DELIVERY HOURS: 8:30 - 3:30 RECEIVING: 860-906-5069
CAPITAL COMM. COLLEGE
153 MARKET STREET
HARTFORD CT 06103
ATTN: STOCKROOM

TO: @00004813
VENDOR CODE
H B Communications, Inc.
60 Dodge Avenue
North Haven CT 06473-0689

Net 45 Days
PAYMENT TERMS
F.O.B. POINT
Anne Romus
BUYER NAME
Delivery Hours 8:30 - 3:30
LIFT GATE REQUIRED.

MAIL ORIGINAL INVOICE TO:
CAPITAL COMMUNITY COLLEGE
PURCHASING
950 Main Street
Hartford, CT 06103
Phone 860-906-5066 Fax 860-906-5068

ITEM	COMMODITY DESCRIPTION	QUANTITY	U/M	UNIT PRICE	EXTENDED PRICE
1	85660 Da-lite Advantage Manual with CSR Projection Screen	2.00	CL	708.0000	1,416.00

PURCHASING: 860-906-5066 FAX 860-906-5068 ACCOUNTS PAYABLE 860-906-5057

TOTAL: 1,416.00

This form has been electronically approved.

VENDOR

Capital Community College STOCKROOM SUPPLY FORM

Please fill out and leave it in the box marked "SUPPLY ROOM" in the 7th floor mailroom.

Department:		Name -- PLEASE PRINT:		Ext:	Date:
Office Location:		Received By:			
Quantity	Unit	Item Description			
		Pencils Pens Markers			
	Each	Highlighters: Yellow Pink (Circle Choice)			
	Each	White Board Markers: Black Red Green Blue (Circle Choice)			
	Each	Heavy Black Marker			
	Each	Pen Fine Black			
	Each	Pen Fine Blue			
	Each	Pen Medium Black			
	Each	Pen Medium Blue			
	Each	Pen Medium Red			
	Each	Pencil #2			
		Envelopes			
	Each	CCC Envelopes #10 College Logo w/ Return Address			
	Each	CCC. Window Envelopes #10 College Logo w/ Return Address			
	Each	Interdepartmental Pink Envelope (STO-499)			
		Labels			
	Each	Labels Custom Printed CCC Label w/ Return Address 3" x 4"			
		Pads			
	Pad	Post It Pads 3x3			
	Pad	Ruled White 5x8			
	Pad	Ruled White 8.5 x 11			
	Pad	Ruled Yellow 8.5 x 11			
		Paper			
	Ream (100)	College Letter Head			
	Ream	Paper 8.5 x 11 Multi Use White For Copier			
	Ream	Paper 8.5 x 14 Multi Use White For Copier			
		Miscellaneous			
	Each	Class Register 36 Lines LIMIT ONE			
	Box	Chalk White			
	Each	Eraser, Felt for Chalk Boards			
	Each	Eraser, Dry for White Boards			
	Pkg (50)	Blue Exam Book 6 Page			
	Box	Folder File 3 Tab Manila			
	Box	Folder File Straight Tab Manila			
	Each	Glue Stick			
	Roll	Masking Tape 1"			
	Box	Paper Clip Regular 1" Large 2" (Circle Choice)			
	Box	Binder Clips 5/8 Med" Large 1" (Circle Choice)			
	Box	Push Pins (100ct)			
	Box	Rubber Bands Assorted Sizes			
	Each	Ruler, 12 Inch			
	Box	Staples, Standard Size			
	Roll	Tape, Transparent ¾"W x 1296L			
		Calendars & Appointment Books On Back			
		Check Here If Ordering From Other Side			

**Capital Community College
STOCKROOM SUPPLY FORM**

Please fill out and leave it in the box marked "SUPPLY ROOM" in the 7th floor mailroom.

Quantity	Unit	Calendars
	Each	Calendar Base For 3.75 x 6
	Each	Calendar Refill 3.75 x 6
	Each	Calendar Base For 3 x 3 5/8
	Each	Calendar Refill 3 x 3 5/8
	Each	Calendar Desk Pad 22 x17
	Each	Monthly Appt. Book 7 x 9
	Each	Weekly Appt. Book 8 x 5 One Week 2 Page Spread

TRAVEL AUTHORIZATION REQUEST
CO-112 REV.7/2010

Exhibit E

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER

- Use this form for travel requiring prior approval.
- For identification of requests, please assign a separate number to each Request form, and enter it under block 2 T.A. Number

- If requesting reimbursement from Union Travel Funds, forward a complete set to the Office of the State Comptroller, Fiscal Policy Division, Travel Unit, 55 Elm Street, Hartford, CT 06106-1775. When Department funded, retain copy for audit purposes.

		(1) DATE OF REQUEST	
		(2) T.A. NUMBER	
(3) BUSINESS UNIT NAME & ADDRESS TO WHICH FORM SHOULD BE RETURNED (Include Zip Code)		BUSINESS UNIT NO.	TELEPHONE NUMBER (Business Office)
(4) EMPLOYEE NAME (FOR WHOM AUTHORIZATION IS REQUESTED)	(5) EMPLOYEE NUMBER	(6) TITLE	
(7) SPECIFY BARGAINING UNIT NUMBER, MANAGEMENT OR OTHER			
COLLECTIVE BARGAINING IDENTIFICATION <input type="checkbox"/> NP-1 <input type="checkbox"/> NP-2 <input type="checkbox"/> NP-3 <input type="checkbox"/> NP-4 <input type="checkbox"/> NP-5 <input type="checkbox"/> NP-6 <input type="checkbox"/> NP-8 <input type="checkbox"/> P-1 <input type="checkbox"/> P-2 <input type="checkbox"/> P-3A <input type="checkbox"/> P-3B <input type="checkbox"/> P-4 <input type="checkbox"/> P-5 <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER (Specify)			
(8) WORK TELEPHONE NO. (Include extension no.)		(9) HOME TELEPHONE NO.	(10) OFFICIAL DUTY STATION (Give complete address)
(11) ITINERARY		(12) DATES	
HOME	TO	FROM	TO
(13) MISCELLANEOUS INFORMATION (Actual time of departure from home and return to home). Parking Permit Requested? <input type="checkbox"/> YES <input type="checkbox"/> NO			
(14) OBJECT AND NECESSITY OF TRAVEL (Attach substantiating documents)			

(15) TYPE OF TRANSPORTATION (Specify) AIR RAIL STATE OWNED CAR RENTAL CAR PERSONAL CAR OTHER

PROOF OF AUTO INSURANCE ON FILE AT AGENCY? YES NO

(16) TOTAL COST (itemize) NOTE: RATES FOR MEALS AND LODGING SHOULD NOT EXCEED THOSE PROVIDED FOR IN STANDARD TRAVEL REGULATIONS AND IN COLLECTIVE BARGAINING AGREEMENTS.

<input type="checkbox"/> AIRFARE	<input type="checkbox"/> PERSONAL MILEAGE	<input type="checkbox"/>
<input type="checkbox"/> LODGING	(MI@ RATE)	<input type="checkbox"/>
<input type="checkbox"/> CONFERENCE HOTEL	<input type="checkbox"/> WITH RIDER: REFERENCE RIDER(S) TA #	<input type="checkbox"/>
<input type="checkbox"/> MEALS	<input type="checkbox"/> TAXI(S)	<input type="checkbox"/> OTHER
<input type="checkbox"/> TAX	<input type="checkbox"/> REGISTRATION FEE	(17) TOTAL COST
<input type="checkbox"/> GRATUITIES	<input type="checkbox"/> RAIL	

(18) AMOUNT	(19) FUND	(20) DEPARTMENT	(21) SID	(22) PROGRAM	(23) ACCOUNT	(24) PROJECT/ GRANT	(25) CHARTFIELD 1	(26) CHARTFIELD 2	(27) BUDGET REFERENCE

(28) SIGNATURE OF EMPLOYEE	DATE	OFFICE OF THE STATE COMPTROLLER (Authorized Signature/Date)
(29) APPROVED BY (Supervisor, Div. Head, Director, Dean etc.)	DATE	
(30) AUTHORIZED BY (Business Unit Head or Authorized Agent)	DATE	
DISTRIBUTION ORIGINAL - (FOR UNION FUNDS ONLY), COMPTROLLER'S, FISCAL POLICY DIVISION, TRAVEL UNIT COPIES TO - BUSINESS UNIT & EMPLOYEE		
ORIGINAL - (NON- UNION FUNDS) - AGENCY BUSINESS OFFICE COPY - EMPLOYEE		

EMPLOYEE PAYROLL REIMBURSEMENTS-
 FOR EXPENSES INCURRED IN THE SERVICE OF THE
 STATE OF CONNECTICUT
 CO-17XP-PR REV. 12-03 800-02

Exhibit F

**STATE OF CONNECTICUT
 OFFICE OF THE STATE COMPTROLLER
 PAYROLL SERVICES DIVISION**

ATTACH ADDITIONAL FORM(S) AS NEEDED

EMPLOYEE NUMBER
DEPARTMENT PAYROLL CODE

EMPLOYEE NAME AND ADDRESS

EARNING CODE DEFINITION

SHU = SAFETY SHOE	RER = REPORTABLE REIMBURSEMENT	MIL = REPORTABLE MILEAGE
CLN = CLOTHING & CLEANING	GRA = GRANT PAYMENTS	TU1 = NON-REPORTABLE TUITION
HOM = HOME OFFICE	MOV = MOVING EXPENSES	TU2 = REPORTABLE TUITION
UNF = UNIFORM	ATT = ATTENDANCE AWARDS	NRI = NON-REPORTABLE IN-STATE REIMBURSEMENT
AUT = DAILY AUTO USAGE FEE	CH1 = CHILD CARE	NRO = NON-REPORTABLE OUT-OF-STATE REIMBURSEMENT
		NRM = NON-REPORTABLE MILEAGE

ERN/CD	AMOUNT	DEPARTMENT	FUND	SID	PROGRAM	ACCOUNT	PROJECT/ GRANT	CHARTFIELD 1	CHARTFIELD 2	BUDGET REFERENCE

ADVANCE FROM PETTY CASH (IF APPLICABLE)

I ACKNOWLEDGE THAT THE AMOUNT STATED WAS GIVEN TO ME AS AN ADVANCE AGAINST THE AMOUNT OF TRAVEL AND OTHER EXPENSES SHOWN HEREIN AS DUE TO ME. UPON REIMBURSEMENT TO ME, I UNDERSTAND THAT THESE MONIES WILL BE DEDUCTED FROM THE CHECK IN WHICH I RECEIVE THE REIMBURSEMENT.

AMOUNT	EMPLOYEE'S SIGNATURE

PAYEE CERTIFICATION

I affirm the reimbursements claimed herewith are just and that the indicated was officially necessary. I further affirm that all applicable obligations incurred by the State on my behalf, such as family travel and associated expenses have been repaid by me in full.

PAYEE'S SIGNATURE	DATE

SUPERVISOR'S SIGNATURE	DATE

EMPLOYEE EXPENDITURES																
DATE MO/ DAY	TRAVEL		TIME		TRAVEL BY AUTOMOBILE (CHECK ONE)				OTHER TRAV. B/BUS R/RAIL C/CAB O/OTHER		LODGING	MEALS B/BRKFST L/LUNCH D/DINNER		MISC. P/TELE. W/WIRE T/TIPS O/EXPLAIN		
	FROM	TO	DEPART.	ARRIVE	<input type="checkbox"/> STATE VEHICLE	<input type="checkbox"/> PERS. VEHICLE	MISC. EXP: PRKNG., TOLLS, GAS, OIL, ETC.	AMT.	NUMBER OF MILES	AMT AT MILES		CODE	AMT.	CODE	AMT.	CODE
SUB-TOTAL (INCL. 17XP-1 AND CO-17XP-A)																
GRAND TOTAL (INCL. 17XP-1 AND CO-17XP-A)																

DEPARTMENT	T.A. NO. (IF APPLICABLE)	PERIOD COVERED (FROM/TO) (MO/DA/YR)

DEPARTMENT CERTIFICATION

I CERTIFY THAT THE SERVICES HAVE BEEN PERFORMED AND THE EXPENSES INCURRED AS STATED IN THIS ACCOUNT, EXCEPT AS NOTED AND THAT THEY WERE NECESSARY AND PROPER; AND THAT THE AMOUNTS CLAIMED ARE JUST AND REASONABLE, EXCEPT AS NOTED.

DATE APPROVED	AMOUNT APPROVED	SIGNATURE - HEAD OF EXPENDING DEPARTMENT
	\$	

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