



Finance Committee Meeting Minutes 2/7/2023

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Attendees: Dr. Valdenia Winn, Randy Lopez, Dr. Anna Stubblefield, Dr. Judith Campbell, Steve Lily, Tracy Kaiser, Wayne Correll, and Leslie Smith

Welcome

- The meeting was called to order at 4:30 pm by Dr. Valdenia Winn
- Roll call
- Dr. Winn welcomed attendees
- Dr. Winn read norms
- Approval of the agenda
 - Motion made by Randy Lopez and seconded by Yolanda Clark
- Approval of the Minutes 2.7.23
 - Motion made by Randy Lopez and seconded by Yolanda Clark

Old Business

- Review of KCKPS Website
 - User Friendly Access to Finance Committee
- Performance Audit Report 2013
 - Two Recommendations from the LPA
 - Use the card more to take advantage of rebate
 - Wayne will review the audit and provide an update on the recommendations
- Credit Card Manual
 - Edit and updates to the Reconciliation Process pg. 11
 - Sales transaction receipts should be maintained by the cardholder. A statement will be sent to the cardholder monthly to reconcile. The cardholder/department is responsible for editing and approving the purchasing card transactions
 - Review of Step #6
 - A question was asked if we should have a step #7
 - Wayne will update the manual with additional language that Admin/Board to review purchases made by cardholders
 - Edit and updates to Department/Building
 - Updated language as cardholder proxy
 - We currently have 128 active cards
 - Recommendation to have a written exit process on employees who have transferred and staff who are no longer in their position
 - Cardholders are responsible for all charges including entering all transaction in Business plus
 - MCC Codes
 - The MCC Codes do not allow cardholders to purchase Alcohol or Tobacco
 - Last review of the Credit Card Manual occurred in 2017

New Business

- Review Workflow Process in Purchasing Procedures Manual
 - Review of Glossary
 - What is a Qualified Vendor?
 - A Qualified Vendor is a supplier or service provider that has successfully completed the registration process via the Vendor Registry portal and has been reviewed and verified as a genuine vendor by the Purchasing Department staff. This verification process includes the successful submission of an IRS Form W-9, which is used to confirm the vendor's taxpayer identification number.
- Review of Purchasing Assignments pg. 5
 - Each school and department will determine who is responsible for inputting requisitions and purchase orders, and goods and services purchased shall be subject to the guidelines herein
 - Suggestion to edit and identify staff who is responsible for credit card purchases
- Review of Support Local Purchasing Preference pg. 8
 - Identify Potential Vendors: The Purchasing Department will conduct a search for potential vendors in Wyandotte County, Kansas who may be interested and qualified to provide the required goods or services. This may include searching public databases, trade associations, local chambers of commerce, local business directories, and online resources.
 - Staff is encouraged to shop with local vendors
 - Suggestions to add language to ensure staff is using local vendors first before shopping with Amazon, Target, etc.
 - UG has an approved list of local vendors
 - Suggestions to create a categorized list of vendors for staff to use
- Review of Invitation for Bid
 - An IFB is used to establish a contract for one-time or multiple, recurring needs for goods, services, or a combination of goods and services for a given period. This is a sealed bid, awarded as a contract to the lowest, responsive and responsible bidder meeting bid specifications. These bids will not be negotiated. Bidders who are not responsive, i.e., do not bid comparable items, or impose different conditions within the bid, shall be disqualified.
 - Suggestions on pg. 14 #3 edits to change language from allowing 5-7 business days for bid to allow 10 business days

Dr. Anna Stubblefield left the meeting at 5:22 pm

- Review of On-Line Vendor Registration Instructions
- Review of Rules Governing Food Purchases for Staff
 - Policy EE Food Service Management

Schools and Departments

- The Board of Education has approved a limit of \$50 per person per fiscal year.
- Schools and Departments must obtain approval from the responsible budget manager in advance of a food event for staff.

Questions

Next Meeting

- March 7, 2023

Adjournment

- Motion to Adjourn meeting
 - Motion made by Randy Lopez and seconded by Yolanda Clark
 - Meeting adjourned at 5:30 pm