

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5600-24-02 LGL 2005-0041
TITLE: VOUCHER PAYMENTS EFFECTIVE DATE: June 11, 2005 REVISION EFFECTIVE DATE: January 1, 2014; September 23, 2024	

1.0 GENERAL

1.1 This document sets forth the allowed expenses that are exempt from purchase order or contract.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions.

3.0 REFERENCES

- ADMIN Claims Management Policy 5800-08-01
- ADMIN Moving Expenses Policy 0620-11-51
- ADMIN Minor Contract Authorization Policy 0500-19-01
- ADMIN Travel Policy 0410-24-04
- ADMIN Purchasing Card Policy 5600-16-01
- ADMIN Purchasing Policy 5600-21-03
- SMC 03.07.010
- SMC 07.03

4.0 DEFINITIONS

“Voucher payment” is a payment document type utilized by the financial management software where payments can be issued without a requisition, department order, service repair or other form of contract.

5.0 POLICY

5.1 It is the policy of the City of Spokane to acquire goods and services in a manner that complies with state and local law, city rules and policies, and applicable federal requirements.

5.2 There are certain goods and services that City departments may acquire where there is no need to competitively procure the service or the cost of performing competitive solicitation outweighs the benefit. Therefore, certain payments are exempt from requiring a requisition/purchase order or contract and can be processed in the accounting system as a voucher payment. Unless otherwise indicated, per ADMIN Purchasing Policy 5600-21-03, there is no dollar amount associated with these acquisitions such as interlocal agreements.

5.3 Each department shall be responsible for assuring that adequate funds are available to cover the costs of all purchases.

5.4 When procuring goods and services, take into consideration that:

- the purchase of the good or service is necessary.
- the quality of the good or service is adequate.
- the purchase in question is the most favorable procurement to the City, including price.
- the procurement was done in compliance with City ADMIN Purchasing Policy 5600-21-03 and Spokane Municipal Code.

5.5 The following categories of expenses, which are assumed to be in the best interest of the city and are considered to be an appropriate and allowable expense regardless of the mode of payment, are exempt from the requirement of an official purchase order or contract and may instead be purchased through the use of a voucher payment:

5.5.1 Telecommunications

- Cable TV service.
- Cellular telephone services.
- Internet access service (IT approval is needed if processed by any Department other than IT).
- Local and long-distance telephone service.

5.5.2 Employee Training, Professional Accreditation, & Reimbursements

- Damaged uniform allowance.
- Mileage reimbursement not associated with travel & training.
- Parking reimbursement.
- Professional memberships, licenses, accreditation, and certifications.
- Travel expenses allowed per ADMIN Policy 0410-24-04.
- Tuition reimbursement pursuant to ADMIN Policy 0620-15-08.
- Registration/tuition costs for local training classes or seminars
- Registration/tuition costs for training or conferences that require travel must include pre-approved Concur travel authorization form.

5.5.3 Boards & Commissions

- Compensation fees of board/commission members.

5.5.4 Police/Fire

- Damaged personal property in compliance with applicable collective bargaining agreement.
- Laboratory fees.
- Medical and dental services.
- Prescriptions.
- Public safety towing/vehicle storage fees.
- Travel expenses related to prisoners and witnesses.
- Veterinary and related laboratory costs for K9s.

5.5.5 Claims payments per ADMIN Policy 5800-08-01 which can include legal expenses.

- Court judgments.
- Arbitration/mediation awards.
- Arbitration fees.
- Court reporter service.
- Transcription fees.
- Witness travel and/or living costs.

5.5.6 Courts

- Interpreter expenses.
- 3rd party psychological evaluations when specifically motioned and ordered.
- Parking ticket overpayments.

5.5.7 Workers' Compensation

- Medical expenses and other payments required by workers' compensation laws.

5.5.8 Human Resources

- Death benefits
- Moving expenses pursuant to ADMIN Policy 0620-11-51 if paid directly to the moving company. Reimbursement to the potential employee has to be paid through payroll.
- Travel expense reimbursement for employment applicants pursuant to SMC 03.07.010.

5.5.9 Other Payments

- Advertisements (Does not include advertising that is legally required by public notice in the Spokesman Review).
- Bond and rating services, registration fees, and other expenses related to municipal bond issuance or refinancing.
- Government-required payments including, but not limited to property taxes, election and voter registration costs, pollution costs, and emergency preparedness.
- Permits, licenses, and fees.
- Personal services up to threshold as set forth in Admin Policy 0500-19-01.
- Petty cash payments (establishing or replenishing petty cash accounts pursuant to SMC 07.03).
- Postage and shipping.
- Publications including electronic media such as online information services.
- Purchases of goods not to exceed \$1,000, which would normally qualify to be purchased with a city purchasing card pursuant to ADMIN Policy 5600-16-01.
- Refunds of overpayments & revenue deposits (i.e. street use deposits).
- Utility payments.

5.5.10 The Chief Financial Officer must approve other amounts not identified above.

6.0 PROCEDURE

- 6.1 Each department shall be responsible for assuring that adequate funds are available to cover the costs of all procurements.
- 6.2 Each department shall adhere to this policy when requesting a voucher payment.

6.3 Voucher payments should be entered into the financial management software according to detailed procedures set forth in the financial management software user manual.

7.0 RESPONSIBILITIES

The Accounting Department is responsible for administering this policy.

8.0 APPENDICES

Not Applicable.

APPROVED BY:

Michael J Piccolo
Michael J Piccolo (Sep 20, 2024 10:18 PDT)

City Attorney

Sep 20, 2024

Date

Michelle Murray

Director – Accounting

Sep 23, 2024

Date

G. Jones
Garrett Jones (Sep 23, 2024 10:05 PDT)

Interim City Administrator

Sep 23, 2024

Date












Admin 5600-24-02 (Voucher Payments)

Final Audit Report

2024-09-23

Created:	2024-09-20
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAodwnab94vAWfY8PGZvzMh1QrbvyeFyOH

"Admin 5600-24-02 (Voucher Payments)" History

-  Document created by Daniel Rose (drose@spokanecity.org)
2024-09-20 - 5:16:07 PM GMT
-  Document emailed to mpiccolo@spokanecity.org for signature
2024-09-20 - 5:17:03 PM GMT
-  Email viewed by mpiccolo@spokanecity.org
2024-09-20 - 5:18:27 PM GMT
-  Signer mpiccolo@spokanecity.org entered name at signing as Michael J Piccolo
2024-09-20 - 5:18:52 PM GMT
-  Document e-signed by Michael J Piccolo (mpiccolo@spokanecity.org)
Signature Date: 2024-09-20 - 5:18:54 PM GMT - Time Source: server
-  Document emailed to Michelle Murray (mmurray@spokanecity.org) for signature
2024-09-20 - 5:18:56 PM GMT
-  Email viewed by Michelle Murray (mmurray@spokanecity.org)
2024-09-23 - 4:19:38 PM GMT
-  Document e-signed by Michelle Murray (mmurray@spokanecity.org)
Signature Date: 2024-09-23 - 4:19:51 PM GMT - Time Source: server
-  Document emailed to Garrett Jones (gjones@spokanecity.org) for signature
2024-09-23 - 4:19:53 PM GMT
-  Email viewed by Garrett Jones (gjones@spokanecity.org)
2024-09-23 - 5:05:39 PM GMT
-  Document e-signed by Garrett Jones (gjones@spokanecity.org)
Signature Date: 2024-09-23 - 5:05:54 PM GMT - Time Source: server

✔ Agreement completed.

2024-09-23 - 5:05:54 PM GMT