

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

OCTOBER 2020

IN THIS ISSUE:

- Internal Control Assessment Reminder
- Upcoming Procurement Deadlines
- Budget Guidance & Tips

This month's *Compliance Updates* provides a few reminders concerning the internal control assessment, upcoming Procurement deadlines, and helpful budget guidance and tips.

Deadline Reminder: Internal Control Assessment

Several bureau directors/managers received the annual Department of Finance and Administration (DFA) Internal Control Assessment for FY2020. These assessments are due in the Office of Compliance on or before **Friday, October 23, 2020**. Please review assessments with your Chief prior to submitting to the Office of Compliance.

Upcoming Procurement Deadlines

- FY22 Petition for Relief from Bidding to procure a contract over \$75,000 effective July 1, 2021, should be submitted to the Procurement Office by **December 18, 2020**, for timely approval.
- FY22 contract renewals over \$75,000 effective July 1, 2021 should be submitted to the Procurement Office **December 4, 2020 - February 5, 2021**, for timely approval.
- FY22 solicitations to procure contracts \$5,000 - \$50,000 effective July 1, 2021 should be submitted to the Procurement Office by **March 1, 2021**, for timely approval.
- FY22 contract renewals \$50,000 - \$75,000 effective July 1, 2021, should be submitted to the Procurement Office by **April 8, 2021**, for timely approval.
- *Except for an Emergency contract, the effective date of contracts should be any date after the SBE or PPRB meeting date.*

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)

Budget Guidance & Tips

Please review the budget guidance below. Any deviation to the instructions below slows the purchasing process and causes delays in offices receiving requested goods and services.

- Program offices should review budgets prior to submission of travel, requisitions, invoices, equipment purchases, shopping cart orders and contracts/contract worker payments to ensure availability of funds. Offices should also verify that items have the correct cost center and/or internal order number(s). This will prevent a delay in processing due to budget errors. *For a listing of MDE budget codes, view the MDE Master Code Listing 2021 on the Budget & Planning webpage.*
 - Funding availability should be verified prior to submitting P-1s and P-2s to the Office of Human Resources. SPAHRS budget codes should be listed on the forms by the program office. *For a listing of positions and budget codes, please contact the Office of Budget & Planning.*
 - When necessary, budget revisions for state funds should be submitted to the Office of Budget & Planning with appropriate signatures for processing. The MDE Budget Revision Form must be used for approval of all non-grant budget revisions.
 - New grant awards should be submitted to the Office of Budget & Planning using the Grant Authorization Form. Existing grants can be modified by completing the Grant Modification Form.
 - Any new funding sources (grants, conference fees, etc.) should be forwarded to the Office of Budget & Planning for budget codes to be established.
 - Each program office should have access to MAGIC. Any MDE employee can receive read-only access in MAGIC to review budget information by contacting Tamala Matthews in OTSS.
-