

# Cost Policies and Purchasing

Purchasing is done through the State Office. The State Office is currently using p-cards, which helps to speed up the purchasing process. This guide will help you do your part right, so the process will flow even smoother. All purchases are subject to approval by the EFNEP State Coordinator.

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## Available Funds

Funds are budgeted each year for operating expenses for each county to purchase educational supplies and items for food demonstrations in support of EFNEP. The amount of money available for each county is based on the percent of the total number of adult contacts from the previous year. Youth EFNEP units receive a fixed amount. Each County Faculty is responsible for staying within this budget.

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## Blankets



For any local store that you will be using to purchase on a regular basis, we can set up a blanket, or charge account, for you to use there. Fill out a Request for Purchase Order. Instead

of item and description, write "blanket." Also include anyone who will be allowed to use the blanket. Under total cost, write the maximum credit limit that you would like. Fax this to the State Office. Once we receive the Purchase Order, we will fax it to you. You will take the PO to the store and set up a charge account.

We can set up blankets at just about any place you want to shop, except for Wal-mart and Winn-Dixie. If you would like to order from Wal-mart, find the items on Walmart.com and send in a Request for Purchase Order. We will order the items with our p-cards.

Some suggestions for stores are: Publix, IGA, Target, Target Copy, etc.

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## Allowable and Unallowable

The following information comes directly from the publication, "Revised Policy Guidelines and Suggestions for Conducting the Extension Expanded Food and Nutrition Education Program," HE-100 (8/76).

**Allowable** EFNEP funds may be used for space rental for classes when necessary; equipment, including furniture, files, and visual or other teaching equipment; nutrition education materials, teaching aids, and demonstration supplies. Purchase of food items is limited to demonstration purposes only.

**Unallowable** EFNEP funds are not to be used for reimbursement of out-of-pocket costs for volunteers, feeding groups, transportation of program participants, craft supplies, awards and banquets, etc. See below and Chapter 3 of Administrative Handbook for Cooperative Extension Work related to appropriate use of funds for more detail. <http://danr.ucop.edu/admin-handbook/200/290appII-contents.htm>

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## Limitations

Food items are limited to those articles purchased for demonstrations for group meetings or tasting sessions for educational purposes only. This means that educational objectives must be outlined for each lesson prior to the preparation of food.

EFNEP can not pay for items such as refreshments, meals, or foods that are given to someone. Items such as coffee, coffeemate, tea, etc. are not allowable. An explanation must accompany the purchase of unusual foods and or office supplies.

The following items are not acceptable EFNEP purchases: tea, coffee, cotton balls, pipe cleaners, fabric, decorations (Christmas balls, crepe paper, balloons), party items, cakes, candies, gum, carbonated drinks or punch, ribbons, banners, trophies, plaques, pins, yarn, candles, notions, and craft items.

All purchases, including perishables, office supplies, and nutrition education materials, are subject to final approval by the EFNEP Coordinator. If an item is disallowed, reasonable justification will be provided.

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## Receipts Done Right



Purchasing items for food demonstrations is an important part of many of your programs. Getting the charge accounts paid in a timely manner is just as important as getting the necessary items on time for your lesson. When you buy items at Publix or any other blanket purchase,

you should receive both a receipt and a charge slip. Both of these are necessary to pay the store correctly. In addition, IFAS Business Services insists that these receipts and charge slips be on specific letterhead in a specific orientation. Following these simple tips will make the entire process run smoother and keep accounts from being suspended.

1. Keep a place in your wallet, purse, planner, or desk to store the receipts until it is time to send them in. Always put the receipts in that place as soon as you return from the store.
2. The letterhead (Food Item Receipt) can be found on the EFNEP website.
3. The store charge should be *taped* (not stapled) on the left hand side of the page. Tape just the top and bottom. If you have a Publix charge, the black Publix logo should be at the top right corner of the charge slip when taped.
4. On the right side of the page, tape the receipt. If it is too long to fit, cut the receipt. Tape the bottom next to the top. If it can not fit on one page, tape the rest of the receipt on a second page. Do not fold the receipts. Do not cover or write in the box labeled for office use.
5. Only put one receipt and one charge slip on each page.
6. Turn in all receipts and charge slips by the 10<sup>th</sup> of the next month. For instance, if you purchased items on October 3, the receipts are due to our office by November 10.
7. We must have originals. IFAS Business Services will not accept faxed copies.
8. The University of Florida is tax exempt. Be sure your account is not charged sales tax.

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## Request for Purchase Order

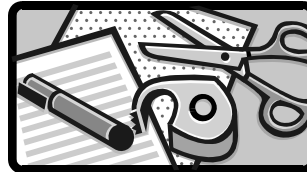
Any time you want to purchase items for your program, you will need to use a Request for Purchase Order, located on the program websites. Fill out the form with the following information:

1. Date
2. Company name, address, telephone number, and website, if available.
3. For each item, use the item number, quantity, description, price/unit, and total cost.
4. If you have an order form, send it, too.
5. Sign the form.
6. Fax it to the State Office at 352-846-2771.
7. If UF has not used this vendor before, the vendor will be required to complete additional paperwork before we can use them as an official vendor.

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## Office Supplies



We no longer use blankets for our office supply companies, which are Office Depot, Staples, and Mister Paper. All purchase requests for office supplies still must be submitted to the State Office for approval. We will place the order and have it delivered to your county.

Please do not order directly from suppliers on account and do not request reimbursement for spending your own money. Office supplies are not emergencies and therefore must be ordered appropriately through the State Office.

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## Emergency Purchases

On some occasions, you will need to purchase items without using a Request for Purchase Order or without a blanket. In these cases, the program will reimburse you for the expenses you incurred. Small quantities of perishables and copying services are two examples of emergency purchases. Office supplies are not emergency purchases. Please be sure to plan appropriately to reduce the number of reimbursements.

To get reimbursed, tape the receipts to an 8 1/2 by 11 sheet of paper. Write "for emergency purchase" and the name of the person to be reimbursed.