INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO:Chief Financial Officers**DATE:**September 7, 2006

FROM: Wayne Hannon Associate Controller, Operations

 SUBJECT:
 RI/FANS DOCUMENTS

 CFO 07-17 RI/FANS DPO/PO - addition: #26
 (Ref: CFO 06-22)

Below you will find checklists for processing documents in RI/FANS :

FY07 PAYMENTS THAT WILL REMAIN AS "DIRECT PAYMENTS" IN ORACLE:

- 1. UTILITY PAYMENTS
- 2. PAYMENTS TO CITIES AND TOWNS
- 3. PAYMENTS TO US POSTAL SERVICE
- 4. PAYMENTS FOR EASEMENT RIGHTS
- 5. REGISTRATION FEES
- 6. *REFUNDS
- 7. *NON-STATE EMPLOYEE REIMBURSEMENTS
- 8. *BYRD SCHOLARSHIPS
- 9. PAYMENTS MADE TO RICLAS CLIENT/PATIENT ACCOUNTS
- 10. CONFERENCE SITES
- 11. DUES/SUBSCRIPTIONS/MEMBERSHIPS
- 12. STATE AID PAYMENTS
- 13. PUBLICATIONS
- 14. EMERGENCY CONSTRUCTION PAYMENTS
- 15. VERIZON BILLS
- 16. SMALL PURCHASES FOR FOOD (STOP & SHOP)
- 17. WATER PURCHASES (CRYSTAL SPRING)
- 18. NARRAGANSETT BAY COMMISSION
- 19. SMALL PURCHASSES UNDER \$250.00 POLICY TO BE DEVELOPED
- 20. IN-SERVICE TRAINING
- 21. LAND ACQUISITION PAYMENTS
- 22. INSURANCE PAYMENTS
- 23. FED-EX PAYMENTS
- 24. PRINTING, BINDING, ADVERTISING, ELECTION EXPENSES RELATING TO SECRETARY OF STATE'S OFFICE EXEMPT FROM REQUIREMENTS OF CHAPTER 37-2, SECTION 37-2-74.
- 25. ANY REIMBURSEMENTS OF EXPENSES BETWEEN URI, CCRI, RIC AND HIGHER EDUCATION
- 26. BOARD OF ELECTIONS MATCHING PUBLIC FUND (MPF) payments

*THESE ITEMS ARE CONSIDERED ONE-TIME PAYMENTS

FY07 ITEMS THAT SHOULD BE ON A PURCHASE ORDER:

- 1. PRINTING SERVICES
- 2. MAINTENANCE ON COPIERS
- 3. PURCHASE OF COMPUTERS
- 4. PURCHASE OF PRINTERS
- 5. LEASES
- 6. COPY MACHINES
- 7. SECURITY SYSTEMS
- 8. LOCKSMITH SERVICES
- 9. LEGAL SERVICES
- 10. COURIER SERVICES
- 11. TIME STAMP SERVICES
- 12. DEVELOPMENTAL DISABILITY DIVISION CONTRACTS FOR BUILDING RENOVATIONS
- 13. GRANT PAYMENTS
- 14. MAIL MACHINE SUPPLIES (PITNEY BOWES)
- 15. DELEGATED AUTHORITY PAYMENTS TO DEVELOPMENTAL DISABILITY DIVISION
- 16. CONSTRUCTION & ENGINEERING CONTRACTS THAT WERE NEVER RECREATED IN RISAIL.
- 17. DEM PURCHASES THROUGH THE RECREATION TRAIL PROGRAM
- 18. PROBLEMATIC PO PAYMENTS THAT NEED TO BE PROCESSED ASAP
- 19. UNIQUE CIRCUMSTANCES WITH JUSTIFICATIONS

WTH/nas CFO 06-22 RI/FANS DOCUMENTS