

SUPPORT SERVICES

NEWSLETTER

Our First Quarterly Publication is Here!

Support Services gladly welcomes 2024! Our department is fully staffed and working hard to support your purchasing and mailing needs. In this edition we will revisit topics from last year and touch on our department goals and initiatives for the year ahead.

We look forward to working with you in 2024!

Staff Directory

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 Support Service Clerk
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Spring Cleaning the Office Soon?

As spring approaches, it's a good time to get rid of obsolete or surplus items in the office. Support Services assists you in that process from start to finish!

Any County owned obsolete or surplus item must be declared as such via signature from the County Administrator. If the value of the item is under \$2500 it may be disposed, donated, or auctioned on GovDeals. Property with a FMV of \$2500 or greater must be sold on GovDeals.

To begin, email the completed Surplus & Obsolete Declaration form to purchasing@co.lucas.oh.us. From there, Support Services will obtain signature from Administration and return the signed form to you with next step instructions based on what you want done with the items. Contact Cece Burton with any questions.

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Department Info

One Government Center
Suite 480
Toledo, OH 43604
Main Line: 419-213-4519
Fax Line: 419-213-4533

Business Hours:
Monday—Friday
8:30 am—4:30 pm

From the Mail-Room: Help Us, Help You!



Friendly Reminders....

To ensure same-day processing, mail should be dropped off **by noon**. Two pieces or more should be rubber banded together. The department account code should be clearly listed on the envelope.

Do not over stuff a regular sized envelope. It will not run in our machine properly. It will not seal nor stamp postage correctly. Anything that feels over 9 ozs should be mailed in a larger envelope and/or already sealed at drop off.

Large manila envelopes should be sealed

prior to drop off as well.

Email Marsha Bochi if you have a bulk mail drop off (100 pieces or more).

We are always accepting extra inter-office envelopes!

Mail is usually delivered to our office mid to late morning. So if you're looking to pick up same day mail — stopping by in the afternoon is best, but we are happy to see you anytime!

Marsha and staff processed over 250,000 pieces of mail in 2023! Thank you for your cooperation.

*Looking for a particular form or policy? Find it on Support Services webpage
[Documents and Resources | Lucas County, OH - Official Website](#)*

Purchasing Policy Updated in December 2023

Purchasing Tiers

- **Tier 1 Purchases** are from \$0.01-\$999.99 — no quote is required
- **Tier 2 Purchases** are from \$1,000.00—\$7,499.99—one quote is required
- **Tier 3 Purchases** are from \$7,500.00—\$74,999.99—three quotes are required
- **Tier 4 Purchases** are from \$75,000.00 and greater—there must be a competitive bid

Please see the current Purchasing Policy (page 4) if purchasing professional services, computer equipment, or vehicles as other stipulations may apply

Modifications to County purchasing laws in Ohio Revised Code 307.86 took effect in October of 2023. These changes to House Bill 33 prompted us to update the Lucas County purchasing policy. Here are a few of the highlights:

- ◊ The cost threshold for competitive bidding has increased from \$50,000 to \$75,000.
- ◊ The emergency purchasing limit increased from \$100,000 to \$125,000. There must be physical damage to structure during a disaster. Lucas County will still need to solicit three quotes for goods and services between \$75,000 and \$125,000.
- ◊ The County may accept construction bids up to 20% above the cost estimate.

The State Auditor requires a public records policy be published in any department policy or handbook so this was updated in our Purchasing Policy as well.

View the full policy on our webpage.

We will keep you apprised with additional updates to this policy or any other policy written by Support Services.

We are happy to answer any questions you may have.

Ordering from Amazon Made Easy!

Lucas County expanded its partnership through a cooperative agreement with Amazon last year. This program simplifies purchasing and reduces cost. Lucas County is able to set preferences to purchase from local, MBE, and sustainable businesses. This gives Lucas County the opportunity to keep tax payer dollars local when possible.

Our tax exemption is automatically honored at checkout and payment options include using a p-card at each checkout or billed monthly and pay via the traditional payment process in Oracle.

If your department or agency has not signed up under the centralized Lucas County Amazon Government Business Account and would like to, please contact Mary Kunckel to get registered.



To TAN or Not to TAN?

This is the question!

Per the ORC 5705.41 (D)(1) all purchases require a purchase order. The requisition must be entered and the purchase order must be issued before the purchase is made. This essentially encumbers the funds prior to the purchase as required by the ORC. However, there is an exception to this rule. Then & Now certificates (TAN) certifies that when the purchase was made (then) and the time the fiscal officer is completing the certification (now) sufficient funds were available for that purchase. The Board of County Commissioners has 30 days from the receipt of the TAN to approve payment by resolution.

While this sounds like an intense process, it's really simple.

If you are entering the requisition from an invoice it IS a TAN. If you are entering the requisition from a quote it is NOT a TAN.

Lucas County departments and agencies are responsible for identifying a TAN in Oracle.

Support Services will run a monthly TAN report and request the BCC approval to certify by resolution.

Enter Requisition Line

Your 2024 BPO May Require a Reso

If your blanket purchase order is over \$1,000 it requires approval by the Commissioners via resolution. To submit a bpo request for 2024, please email Mary Kunckel.

Just a reminder that Purchasing Assistants are looking for the following documentation when processing requisitions: if applicable — supporting documentation, resolution, contract, sole source letter, LCIS checklist, and TAN.

Support Services has a cheat sheet to assist you with change orders, etc. If you do not have a copy, email purchasing@co.lucas.oh.us and we will send it your way.



Competitive Bidding & RFP Process

Support Services should be involved with your competitive bidding or RFP process on all goods and services from start to finish. It is important to reach out to Mary to begin the process as there is a checklist of items to complete and strict deadlines to adhere to.

**Looking to purchase, lease or dispose of a County vehicle?
Contract Support Services at purchasing@co.lucas.oh.us**

New-User & Refresher Training

Do you have a new staff member who needs training in Oracle? Do you or your staff need refresher training? Please contact Terina to schedule.

She can tailor the training session to fit your needs.

Support Services looks forward to unveiling a new conference room in 2024 that provides more space for training sessions. But if this is not convenient, Terina can host the training via Zoom or at your location.

Some topics include: Creating a requisition, creating a receipt, and purchasing terms & definitions.

Does something else have you stuck in Oracle? Let Terina know!

Support Services does not offer training on the invoicing portion in the procurement process as that is an Auditor's office function.



Leading You in Oracle

We are excited to have Terina Jaynes leading the way in Oracle as the Purchasing Oracle Lead. She is veteran to this department and a valuable resource to us all.

Terina has been busy trouble-shooting and answering end-user (your) questions from the purchasing perspective.

Please stay tuned as Support Services will roll out updated Oracle job aides later on this year thanks to Terina!

She has also been working with DEI on MBE, DBE, EDGE, and VFBE classifications in Oracle for suppliers. Do you know a business that falls into one of these categories? Contact Willie Perryman in the DE&I office.



Do you need delegate access? Terina can do this too! Email her and copy Michelle Upchurch in your request. Include first name, middle initial, and last name.

Travel & Expenses

Employee Reimbursement Reports

Christine Li (Chrissy) is your new go-to for questions on employee reimbursement expense reports.

Support Services processes hundreds of expense reports each month with the majority being employee reimbursement expense reports. It is most helpful for audit purposes if one pdf of all documentation is attached. This truly decreases the time it takes to audit and increases our efficiency. All receipts submitted must be itemized AND show proof of payment. Authorization forms must be signed.

We look forward to revamping our training material on expenses in 2024, but Chrissy is available to host a refresher training session at your convenience.

If your department does not follow the BCC travel policy, please email her an updated copy of your department's to assist her with audits.

P-Card & Travel Card

Support Services completed a RFP for the p-card program and the contract was awarded to Huntington Bank. They will remain our financial institution for the program through at least June of 2029.

The p-card policies and procedures were last updated in 2021. Updating these policies is a main priority during the first half of 2024. Please stay tuned.

It is extremely important that you follow submission instructions and deadlines when submitting an expense report to reconcile your statement. Communication is also key!

If your County agency or department is not enrolled in the procurement card program and would like more information, please contact Michelle Upchurch.

