

# TEXAS A&M AGRI LIFE EXTENSION



BETTER LIVING  
FOR TEXANS

## **2019-20 BLT ToolKit Procard and Personal Reimbursement Policies and Procedures**

**A Training Guide for Participating  
County Extension Agents, Extension Agents  
and BLT Extension Educators**

## Better Living for Texans – FY20 Procard Policies and Procedures

County agents and BLT educators are eligible to apply for a Better Living for Texans procard which allows for the convenient purchasing of programming goods and supplies. Please note that approved recipients will have to complete an on-line training course.

**Please note the following items pertaining to obtaining and use an agency procard:**

- BLT procards are Agency owned and paid. There is no risk of personal credit being affected when using an Agency procard.
- A transaction form will be submitted with each receipt or invoice. This form will provide the State Office with details of the purchase.
- ALL purchase receipts/invoices must be submitted to your RPS no later than 5 working days after the transaction and must be accompanied by the required transaction form.

### I. Guidelines Concerning Allowable/Unallowable Purchases

#### A. Things to consider when purchasing food supplies:

Our goal is to provide nutrition education/obesity prevention activities to SNAP participants and eligible low-income individuals.

- Recipes and food samples should be relevant to the lesson, low cost, with minimum preparation instructions; no more than two recipes per lesson; see *FCH Agent website for BLT/EFNEP, Dinner Tonight and/or USDA's What's Cooking? website for appropriate recipes listed below:*
  - BLT/EFNEP recipe database: [http://fcsagents.tamu.edu/food\\_and\\_nutrition/blt-enp-recipes/index.php](http://fcsagents.tamu.edu/food_and_nutrition/blt-enp-recipes/index.php)
  - Dinner Tonight recipes: <https://dinnertonight.tamu.edu/recipes/>
  - What's Cooking? USDA Mixing Bowl recipes: <https://whatscooking.fns.usda.gov/>
- Allowable items include ingredients that have a nutritional value (i.e.: tea, coffee, carbonated colas, etc. are not allowable unless used for display purposes.)

#### B. Things to consider when purchasing physical activity related supplies:

Our goal is to make physical activity education available to the SNAP-Ed audience in a variety of economical ways.

- Allowable costs may include inexpensive physical activity equipment such as stability balls, hand weights, jump ropes, hula hoops, etc.

**C. Things to consider when purchasing gardening supplies:**

Our goal is to conduct gardening activities that lead to the economical production/consumption of healthy food and assist in developing school and community gardening projects.

- Allowable items may include the purchase of seeds, plants, small gardening tools/supplies (fertilizer, potting soil, etc.) and educational supplies.

**D. Things to consider when purchasing equipment and office supplies:**

- You may purchase equipment to transport supplies to classes, office supplies as needed for printing class handouts, marketing materials/newsletters, and kitchen equipment. Food and Nutrition Service (FNS) restrictions do not allow "stock piling".
- See Allowable/Unallowable chart for more details.

**E. Things to consider when purchasing postage:**

- Stamps can be purchased at the U.S. Post Office or grocery stores. Please remember that stamps purchased directly from the U.S. Post Office will automatically be tax exempt. You must be sure to obtain sales tax exemption when purchasing at other locations such as HEB, Walmart, etc.

**F. Things to consider when purchasing educational reinforcement (i.e. incentive) items:**

- Educational reinforcement items (i.e. incentive materials) must not exceed \$5.00 in value. Such items must convey a nutrition message and promote healthy nutrition and physical activity practices. *Examples are measuring cups, vegetable peelers, pedometers and items similar to items available in the BLT Program Unit Material section of the Texas A&M AgriLife Extension Service Online Bookstore.*
- All educational reinforcement items not purchased from the Extension Bookstore must have the following printed statement applied before distributing to participants: ***"This material was funded by USDA's Supplemental Nutrition Assistance Program – SNAP."*** The label may be applied directly to the item, or onto a plastic baggie and the item placed inside the bag. A version of pre-formatted labels is available at: <https://blt.tamu.edu/program-planning-tips/>.

**G. See Allowable/Unallowable list attached:**

- Attached is a list of common allowable/unallowable and "maybe" items. *If an item is not included on the list, please contact your RPS to discuss the appropriateness of a potential purchase **PRIOR** to making the purchase.*

- **NOTE:** Travel charges (lodging, meals, vehicle rental, etc.) are NOT allowable on a procard. Cost of travel may only be charged to an approved Agency travel card. The one exception is conference registration fees which MAY be paid with a BLT procard. (See below.)
- **NOTE:** Conference registration fees ARE allowable charges and may be charged to a procard. Please note: a copy of the registration form and confirmation of purchase screen print (if registered online) is required. You must state who the registration is for and the dates of the conference. You must state the full name and location of the conference. (Acronyms or abbreviations are not acceptable.) If available a copy of the conference agenda should be included with the registration fee paperwork.

## II. Guidelines for Submitting Receipts/Invoices

- A. All receipts should be submitted to your RPS **within 5 working days of the purchase.** **Each purchase must be accompanied by a transaction form.** (See attached.) The purchaser must provide the following information on the form:
- Date
  - County
  - County Account # and last 6 digits of procard number
  - Name of purchaser
  - Amount
  - Name of vendor
  - Date, name of classes to be taught, planned recipes, and number of participants (as applicable)
  - Justification for purchase
  - Note if the purchase relates to a change in Policy, System or Environment
- B. The procard holder (individual name on the card) is responsible for ensuring no tax is charged on the purchase. The AgriLife Extension sales tax exempt form can be found at: <https://agrilifeas.tamu.edu/documents/01-339.pdf>. The procard holder, not the State Office, will be required to contact the vendor for refund of any taxes paid. ***Repeated tax charges will result in the loss of procard use.***

If for any reason a receipt is lost or misplaced, the cardholder should make a good faith effort to obtain a reprinted copy. Without an itemized receipt, purchases cannot be paid for with BLT funds, thus obtaining a copy of the receipt is very important.

If a vendor will not/cannot issue a reprint of the original receipt, an AG-817 Missing Receipt form must be completed. <https://agrilifeas.tamu.edu/documents/ag-817.pdf> Missing receipt instances will be dealt with on a case by case basis. ***Repeated lost receipts will result in the loss of procard use.***

- C. If there are any items on the receipt that are not easily identifiable, please list these items, as they appear-top to bottom on the receipt-on page 3 of the procard transaction form.
- NOTE:** Do not cut or de-face receipts or invoices. If using page 2 of the procard transaction form, please secure the receipt to the blank page by taping the edges of the

top and bottom of the receipt. Be cautious because tape products can remove ink from the receipt and make it hard to read and possibly cause the receipt to be unusable.

- D. For information on Texas A&M AgriLife Administrative Services Procard Policy and Procedures, including information regarding security of the payment card and disciplinary actions resulting from misuse of the payment card, please see:  
<https://agrilifeas.tamu.edu/documents/payment-card-guide.pdf>.

*See instructions below for steps to take when applying for a Better Living for Texas procard. For questions regarding procard use or adjustment of daily or monthly transaction limits, please contact:*

Cathy Schorn, State Office, 979-458-4055  
[cathy.schorn@ag.tamu.edu](mailto:cathy.schorn@ag.tamu.edu)

Margarita Jones, State Office, 979-862-8937  
[margarita.jones@ag.tamu.edu](mailto:margarita.jones@ag.tamu.edu)

### III. Follow these steps when requesting a BLT procard:

- Obtain approval from your Regional Project Specialist (RPS) via email.
- Please forward RPS approval email to Cathy Schorn and Margarita Jones. You will be assigned and must complete cardholder training via TrainTraQ. Once training has been completed, print an Adobe pdf copy of your "My Transcript" report and email to Cathy/Margarita.
- Complete a Cardholder Application/Approval/Agreement form located at <https://agrilifeas.tamu.edu/documents/ag-616.pdf>. Card holders who wish to allow others to use their procard must also complete the AG-607. <https://agrilifeas.tamu.edu/documents/ag-607.pdf> and use the AG-617 (procard check out log) at <https://agrilifeas.tamu.edu/documents/ag-617.pdf>. You may scan signed copies to the State Office for review; **however, the original copies (with original signatures) must be submitted via regular mail.** Please send to State Office at:

Cathy Schorn/Margarita Jones  
Texas A&M AgriLife Extension-BLT  
Richard and Patsy Wallrath AgriLife Extension Building  
1470 William D. Fitch Parkway, 2251 TAMU  
College Station, TX 77845-2251

- The State Office will obtain Unit Head Signature, and submit to the Payment Card Program Coordinator, Li Su.
- Program Coordinator will request issuance of the Payment Card from Citibank. (It will take approximately 1-2 weeks before your card is available.)



## **Better Living for Texans – FY20 Personal Reimbursement Policies and Procedures**

Effective October 1, 2018 the BLT State Office no longer issues Purchase Order Requests (PO) to county-based personnel. All county-based purchases must be made either via BLT Procard (preferred), or, in lieu of procard an employee may pay out-of-pocket for supplies and submit a request for personal reimbursement.

Please adhere to the following instructions when making a purchase out-of-pocket and submitting a request for personal reimbursement.

NOTE: All requests for personal reimbursement MUST include an ITEMIZED receipt. An itemized receipt is one listing all items purchased in detail. Summary receipts listing only the total dollar amount of purchase, without list of items, cannot/will not be reimbursed.

When submitting a request for personal reimbursement, please include the following paperwork in an email to your Regional Project Specialist:

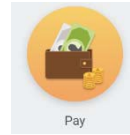
- Completed BLT Program Procard Transaction Receipt and Personal Reimbursement Form
- Completed and signed AG-296
- Itemized receipt

Personal reimbursements are processed within 5 days of receipt by the State Office, however, payment may take longer to reach an employee if the employee has not set their preferences for non-payroll payments. If an employee has not set their preferences for non-payroll payments, a physical check will be cut and mailed, even if the employee is set up for direct deposit for their payroll.

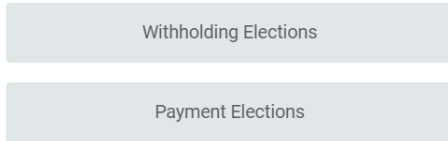
To insure any non-payroll payments are made via direct deposit, please login to Workday and follow the instructions included on the next page.

**Action needed by all employees – make an election for direct deposit for your expense reimbursements (includes travel and other expense reimbursements):**

1. Login to SSO and select Workday
2. From your home screen select the “Pay” worklet
3. Under “Actions” select “Payment Elections”



Actions



4. You will see three sections on the “Payment Elections” page
  - a. Accounts – this shows your current checking or savings account that are currently used for direct deposit
  - b. Payment Elections – this section shows where your payroll check is direct deposited
  - c. Payment Elections Requiring Setup – this section is where you need to update your direct deposit election for expense reimbursement checks.

Payment Elections Requiring Setup 1 item

Pay Type	Default Payment Type	Description	
Expense	Check	No elections found.	Add Elections

- i. Click “Add Elections”

**Payment Election**

\*\*Please note that by submitting this payment election request you are consenting to receive your pay slip electronically.

Pay Type: Expense  
 Worker: Loriann Martin  
 Default Country: United States of America  
 Default Currency: USD  
 Number of Elections Allowed: 1

Order	*Country	*Currency	*Payment Type	Account	*Balance / Amt
+					Balance

OK Cancel

- ii. In the “Country” field, click the three bars and select United States of America
- iii. The “Currency” field should auto populate to USD for US dollars
- iv. Click the “Payment Type” field and select “Direct Deposit”
- v. Click the “Account” field and choose the account that you have already setup for payroll direct deposit
- vi. Click the “Balance” radial in the “Balance/Amount/Percent” field

- d. You should receive a message at the top of the screen that your election was successful and now under “Payment Elections” you should have a row for Payroll and another row for Expense

Add Account

Payment Elections 2 items

Pay Type	Payment Type	Account
Payroll	Direct Deposit	Bank *****
Expense	Direct Deposit	Bank *****

5. If you want to have your expense checks deposited to a *different account than your payroll check*, you can add an account in the “accounts” section and specify to deposit expense reimbursements to that account.



## Better Living for Texans

The following table provides some examples of allowable and unallowable costs.  
*Updated May 2019*

Allowable	Unallowable	Maybe w/ Justification
Bathroom Scales**	Air Freshener	Artificial Sweeteners
Blenders**	Candles	Binding Machines
Bookmarks/Magnets/Stickers - educational themed	Celebratory Items - trophies, certificates, frames, etc.	Bracelets***
Carts/Wagons	Chair Mats	Calculators
Cutting Board	Charcoal	Canopies - small for WAT/LGEG
Dish Cloths/Towels	Coffee/Tea	Computer Repairs
Disinfecting Wipes	Desk Lamps	Computer Software
Electric Skillet	Diabetes Education Related Items	CPR/First Aid Class (Red Cross/AHA)
File Cabinet - small, 2 drawers	Dish Racks	Cri-cut Machines
First Aid Kit - small w/basic supplies	Disposable Cameras	Demonstration Mirrors
Folding Chairs	Furniture Polish	Desks
Hand Mixers	Lighter Fluids	Dishwasher Detergent****
Hand Sanitizer	Newsletter Subscriptions	Educational DVDs - educational themed
Ice Chests	Online Training - LGEG or other online training	Executive Chairs
Incentive/Reinforcement Items***	Party Napkins	File Cabinets - large
Kitchen Knives	Phones	Flash/Zip Drives
Kitchen Utensils	Picture/Certificate Frames	Induction Cooktops - small**
Measuring Cups	Plants - flowers, ornamentals, fruit trees	Junk Food Items*****
Measuring Spoons	Prepared Food Trays - cheese/fruit/vegetable/meat/sandwich	Laundry Detergent****
Nutritious Food Supplies	Rugs	Laminators - small
Office Supplies	Trash Cans	Newspaper Ads - job openings
Paper Goods	T-shirts/Clothing Items	Office Furniture
Pot Holders		Propane Grills
Pots & Pans - baking/cooking		Refrigerators - mini to 18 cubic ft.*
Serving Spoons		Tiller*****
Slow Cooker		Toaster/Microwave - small**
Tables - 6' - 8' long		
Tabletop Burners		

- \* Level 3 and 4 counties may be eligible to purchase a full-sized refrigerator depending on circumstances.
- \*\* Kitchen and other programming equipment costing more than \$100 require justification of need prior to purchase.
- \*\*\* Education reinforcement items (i.e., incentive materials) must not exceed \$5.00 in value. Such items must convey a nutrition message, promote healthy nutrition, and physical activity practices. **Examples are measuring cups, vegetable peelers, and pedometers – items similar to what the State Office makes available to counties.** All incentive items not supplied by the State Office must have the following printed statement applied before distributing to participants: ***"This material was funded by USDA's Supplemental Nutrition Assistance Program – SNAP."*** The label may be applied directly to the item, or onto a plastic bag and the item placed inside the bag. A version of pre-formatted labels is available at: <http://blt.tamu.edu/blt-educators/forms-supplies/>. **NOTE: Wristbands/bracelets require prior authorization.**
- \*\*\*\* Dishwasher and laundry detergent is allowable if the machines are located in the county office; laundry items include tablecloths, aprons, dish cloths/towels, pot holders, etc.
- \*\*\*\*\* Tiller is allowable in counties with continuous community gardening projects with dense soil. MUST contact BLT Regional Project Specialist before purchasing for specifications and allowable cost.
- \*\*\*\*\* Junk food items must be used only as an example of a poor nutrition choice.

## Better Living for Texans Program Procard Transaction Receipt and Personal Reimbursement Form

Section I: To Be Completed By Purchaser		
Purchase Date: _____	District: _____	County: _____ BLT Acct #-County #: 424100 - _____
Cardholder: _____	Purchased by: _____	Last 6 #s of Card: _____
Receipt Amount: \$ _____ Vendor Name: _____		

Section II: To Be Completed by Purchaser		
Programming Use/Lesson conducted As applicable	List Recipe Name for each Lesson (submit a copy)	Program Date/Audience and site/ # of Participants

**Justification of Items: How will item(s) purchased benefit/support BLT?**

(Choose from the drop down menu and/or enter your own)

List Description of Goods:	Note if P, S, or E
	<input type="checkbox"/> Policy <input type="checkbox"/> Systems <input type="checkbox"/> Environment <input type="checkbox"/> None

**Purchaser's Signature:** \_\_\_\_\_

*See Regional Project Specialist Approval in attached email.*

**Better Living for Texans Program  
Transaction Receipt Form**

**Attach Receipts Here (for use with small receipts that must be taped)**

Better Living for Texans Program

Receipt Summary

Please provide very short item descriptions beginning at top of receipt going downwards.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20




### Personal Reimbursement

**Claim for Reimbursement of Miscellaneous Personal Expenses Not to Exceed \$500**

- Texas A&M AgriLife Research
- Texas A&M AgriLife Extension Service
- Texas A&M Veterinary Medical Diagnostic Laboratory

#### ***Request for Reimbursement:***

The undersigned here certifies that the attached purchases and/or expenses were officially necessary to effectively and efficiently carry out a program of Texas A&M AgriLife work and the nature of such purchases and/or expenses incurred did not in any manner result in a personal benefit to the claimant. It is further certified that the cost of such items as listed has not been reimbursed for any portion of the claim from any source and will not receive reimbursement from any source except under this claim.

Amount Request for Reimbursement: \$ \_\_\_\_\_

Requestor's UIN: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Requestor's Printed Name: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This form must be attached as supporting documentation on purchase document.***

In addition to the completed AG-296, an itemized/detailed receipt/invoice and valid proof of payment are required. Proof of payment can be in any of the following formats:

1. An itemized receipt/invoice from the vendor indicating payment was received and method of payment.
2. Printed confirmation of payment received from a web page.
3. E-mail confirmation sent to an individual indicating payment was received.
4. Other valid documentation could include a copy of a billing statement from the vendor, credit/debit card statement, cancelled check, etc.