

TARGETED VENDORS

Whenever practicable you are encouraged to use the services from a Certified Target Group (TG) or Economically Disadvantaged (ED) vendor if one provides the desired commodity. A list of targeted vendors is available at <http://www.mmd.admin.state.mn.us>

PRE-PAYMENTS/PULL WARRANTS

The state can only make prepayments for software or software maintenance contracts for state-owned or leased computer equipment, sole source maintenance agreements, exhibit space, subscription fees for newspapers and magazines and the Library of Congress.

In the case where a payment needs to accompany the registration or order form, complete a requisition form, attach registration or order documents, write PULL WARRANT TO ACCOMPANY ORDER on the requisition and forward to Business Office.

REIMBURSEMENT

Materials purchased at a conference should be shown on your employee expense form for reimbursement with the original receipt attached.

RECEIPT OF GOODS

All goods received must be signed for by recipient or shipping department. The packing/shipping/receiving document must be forwarded to the Business Office.

PAYMENT OF OBLIGATIONS INCURRED

Invoice is received and date stamped in Business Office. If receiving document is on file, payment is processed. If receiving document is not on file the invoice will be sent to the recipient of the goods/services. The invoice is to be signed, listing the date that the goods have been received or services performed. Send the approved invoice back to the Business Office within two days for payment processing. State Treasury disbursements are issued through the Minnesota Department of Finance in Saint Paul. Local disbursements are made through the Business Office

EQUIPMENT INVENTORY

Items over \$2,000 (\$500 if computer equipment) require a "Property of the State of Minnesota" sticker. The purchaser is responsible for tagging and monitoring such equipment.