

North Carolina Department of Health and Human Services
 Division of Public Health
 Procedures for Spending Funds, SFY 2011-2012

Expenditure Category	Procedure	Form Used
Any Travel, In or Out of State Requirements	<p>1. All employees: Must obtain approval by branch, section, division for all travel; <u>identify source of funds and vehicle number when division-assigned state car is used.</u></p> <p>All Travel Authorizations shall be submitted to the DPH Business Director and the Administrative Assistant four (4) weeks prior to the date of travel.</p> <p>2. Blanket travel authorizations may be submitted for travel occurring multiple times during a state fiscal year with the same purpose. An example of such an occurrence would be travel to Local Health Departments to provide technical assistance.</p> <p>Blanket Travel Authorizations shall not extend beyond May 31 of any state fiscal year.</p> <p>Travel to in or out-of-state meetings/conferences may <u>not</u> be included on Blanket Travel Authorizations (BDA).</p>	Travel Authorization (BDA)
Travel, Out of state, Required Documentation Grant Funded-100% Federal or Federal With State Match	If funded by a grant, documentation copied from the approved grant will be presented indicating the requirement of the travel and the number of people required by the grant to attend the meeting.	Travel Authorization (BDA)
Travel, Out of state, Required Documentation 100% state funds or state receipts	Obtain approval by branch, section, division. Submit information from grant documenting the need for the travel and how the purpose of these appropriations/state receipts relates to the necessity of the travel.	Travel Authorization (BDA)
Contract, Any funding source	Develop contract for Center of Excellence review and subsequent approvals. See contract guidance from Contract Office.	
Approval Process Regardless of Funding Source	<p>Purchase approval shall be made by Branch, Section and Division.</p> <p><u>For any purchase which occurs, if the item is to be stored, no more than a 3 month inventory may be maintained.</u></p>	DHHS Purchase Request Form