



NASPO VALUEPOINT COOPERATIVE PURCHASING EDUCATION FUND POLICY & GUIDELINES

OBJECTIVE

NASPO ValuePoint supports states in promoting their in-state cooperative purchasing programs. This includes providing education, outreach, media, media placement, conferences, etc. highlighting the value of cooperative purchasing within the state and with other states and may include state led contracts facilitated via NASPO ValuePoint.

NASPO ValuePoint has budgeted specific amount of funds to assist each state in this effort.

Reimbursements to states from the Cooperative Purchasing Education Fund are at the discretion of the state CPO or his/her designee and shall be in accordance with the guidelines described below which have been adopted by the NASPO ValuePoint Management Board. NASPO ValuePoint respects and defers to the rules, regulations and policies of its member states. In situations where NASPO ValuePoint's policy differs from state policies, the state CPO or his/her designee is responsible for ensuring expenditures and documentation comply with state requirements and standards.

ELIGIBLE EXPENSES

Use of NASPO ValuePoint cooperative purchasing education funds is meant to be flexible, but care and oversight should be given to ensure funds are used with discretion and forethought. Appropriate expenditures should support the value of cooperative purchasing within the state and/or with other states. The purpose of the expense must be noted on the submission form and a detailed receipt or invoice must be submitted to document each expense.

Eligible expenses for cooperative purchasing education; predominantly focused on in-state programs and/or NASPO ValuePoint may include:

1. Education & Outreach
 - o Examples are:
 - Training
 - Meetings
 - Materials (flyers, brochures, printing)
 - Classes
 - Travel associated with providing outreach
 - Media/Media placement
 - Conferences, seminars, expos, etc. (In-state)
 - o Other (must be submitted for pre-approval to NASPO ValuePoint CEO)

** Travel expenses are reimbursable in accordance with NASPO ValuePoint's Travel Policy. Travelers may not seek reimbursement for travel expenses not allowable under their state policies.*

EXPENSES NOT ELIGIBLE

Not all expenses are considered appropriate uses for NASPO ValuePoint Cooperative Education funds. The following is a partial list of expenses not considered appropriate. If you are not sure of the applicability of an expense or have questions, please consult with the NASPO ValuePoint staff for guidance.

- Expenses not eligible under state polices
- Payments related to cooperatives other than individual state cooperatives or NASPO ValuePoint
- Bonuses, employee compensation, gift cards or cash
- Meals already provided by/at the conference or other educational event (not noted as “optional”)
- Alcoholic beverages
- Personal services (e.g., barber, hair dresser, massages, etc.)
- Personal items (e.g., clothing, luggage, toiletries, etc.)
- Personal entertainment or recreational expenses (e.g., movies, shows, etc.)
- Laundry or valet service
- Spouse or guest expenses
- Personal automobile repairs
- Upgrades (e.g., airfare class, hotel, car, etc.)
- In-flight or in-room movies
- Frequent flier or similar award program
- Child care or babysitter expenses
- Pet care
- Dues to private clubs
- Credit card delinquency fees, finance charges or annual fees
- Parking tickets or traffic violations
- Fines and penalties
- Tips in excess of accepted standard

BUDGET AND USAGE PERIOD The Cooperative Purchasing Education Fund is established on an annual basis by the NASPO ValuePoint Management Board and announced to the state directors at the beginning of each calendar year.

Funds are available for state use between January 1 and mid-December (specific date to be determined by NASPO ValuePoint on an annual basis). Budget balances do not roll over from year to year. Expenses will be reimbursed from the budget for the calendar year in which the expense took place, so long as the submission form is received by NASPO ValuePoint by the announced deadline. Those received after the announced deadline will be deducted from the next year’s budget allotment.

SPENDING AUTHORITY

The state CPO or his/her designee has oversight and decision-making authority with regard to how Cooperative Purchasing Education funds are expended for the state. He/she should ensure expenses fall within NASPO ValuePoint and state guidelines and are appropriately authorized.

The state CPO or his/her designee should track expenses and plan expenditures to ensure Cooperative Purchasing Education funds are utilized successfully without exceeding budgeted amounts.

PAYMENT METHODS

States may choose to be reimbursed for expenses or, under certain circumstances, NASPO ValuePoint will make payment to an outside service/product supplier directly. Direct payment to suppliers will require an invoice and additional documentation (W-9, tax identification number, etc.) for accounting purposes. The following payment options are available:

- Reimbursement to state – as provided for in the NASPO ValuePoint budget for lead state reimbursements or the adopted reimbursement policy for sourcing team participation (preferred method)
- Direct payment to service or product provider – upon submission of invoice (and any appropriate documentation of the value/cost and receipt of goods/services) with approval from state CPO (or his/her designee) certifying that the expenditure complies with all appropriate state policies.

- Individual reimbursement – subject to prior approval from state CPO (or his/her designee) and NASPO ValuePoint and upon receipt of appropriate reimbursement form and receipts with certification that the expenditure complies with all appropriate state policies. When the reimbursement is to the state CPO (or his/her designee) NASPO ValuePoint recommends but does not require the signature of his/her supervisor.

- Other - Subject to the approval of the NASPO ValuePoint CEO.

SUBMISSION PROCEDURE

To receive funds (direct to provider or reimbursement to state/individual), all requests must be submitted to NASPO ValuePoint and comply with all other elements described in this policy.