

## CCSB Policy 6GX-10-5.02 Consent Agenda - 04/16/08 - Approval to Advertise

### 5.02 GENERAL POLICIES

#### A. Purchasing

1. The Director of Purchasing will be responsible for organizing and administering acquisitions for the district in accordance with responsibility and authority delegated by the District's Superintendent, School Board and resultant policies. The procedures outlined in the handbook regarding centralized purchasing approved by the School Board will be used by the District Purchasing Department in its conduct of business.
2. Insofar, as possible or practical, all purchases from budgeted funds shall be based on requisitions. Requisitions must be approved by either the principal or the department head prior to issuance of the purchase order. No person, unless authorized to do so under regulations of the Board, may make any purchase involving the use of school funds; no expenditures for unauthorized purchases will be approved for payment by the Board.
3. Purchase orders will be executed by the Director of Purchasing. A properly completed purchase order form is to be considered a contract for goods, services, supplies or equipment between the School Board and a qualified vendor. The purchase order form is to be approved and signed by the Director of Purchasing, or Superintendent. Insofar as possible or practical, no purchase order is to be mailed or issued until after it has been encumbered against budgeted funds.

Purchase orders are not required for salaries, utilities, and other similar items that are exempt by law or regulation.

4. When it is the most economical method, blanket purchase orders will be used to procure items and services of a non-competitive nature. A blanket purchase order is an open end contract which designates one company as supplier for items frequently needed by a particular school/department. The blanket purchase order defines the terms, conditions, persons or departments authorized to use the blanket purchase order, delivery instructions and total dollar value for a specified period of time. It is the intention of the School Board that the use of blanket purchase orders be limited.
5. Except as authorized by law or rule, competitive solicitations Bids shall be requested from three (3) or more reputable sources for any authorized commodities or contractual services of supply for any authorized purchase of \$25,000 exceeding \$50,000 or more. The School District of Clay County may not divide the procurement of commodities or contractual services so as to avoid this monetary threshold requirement. For expenditures less than ~~\$25,000~~ \$50,000 and when practical, quotations will be requested as follows:

\$8,000-\$14,999 - documented telephone quotes from 2 or more qualified vendors

\$15,000-\$24,999 - written quotes from 3 or more qualified vendors

\$25,000-\$49,999 - formal written quotes obtained by and through the Purchasing Department

It shall be the responsibility of the Director of Purchasing, with other qualified staff personnel, to recommend the lowest responsive and responsible ~~bids~~ proposers meeting specification and conditions of a ~~bid invitation~~ competitive solicitation. When a ~~bid~~ competitive solicitation other than the lowest competitive solicitation ~~bid~~ is being recommended, it will be the responsibility of the Director of Purchasing to submit to the School Board the reasons for this recommendation.

(Amended: 09/21/89, 02-17-94, 06-19-97; 10-19-00)

6. In case of a tied bids competitive solicitation, preference will be given to local ~~bidders~~ proposers, if the materials or services are as good in price, quality, speed of delivery and availability of replacement parts as the materials and services offered in the ~~bid~~ competitive solicitation by non-Clay County ~~bidders~~ proposers.
7. The School District of Clay County ~~reserves the right~~ shall have the authority to reject any or all ~~bids~~ competitive solicitations; request new ~~bids~~ competitive solicitations; award alternate ~~bids~~ competitive solicitations not meeting the general specifications set forth; ~~and award bids competitive solicitations~~ on a per item or total ~~bid~~ competitive solicitation basis; or purchase the required commodities or contractual services in any other manner authorized by law or rule – whichever would be in the best interest of the School District of Clay County. ~~Bid~~ Competitive solicitation disputes will be resolved by following the procedures as outlined in the Handbook of Procedures Regarding Centralized Purchasing/Accounts Payable/Warehouse of the School District of Clay County.
8. The School District of Clay County will not, under any conditions, consider escalating prices at the time of ~~bidding~~ the competitive solicitation or after the official time the ~~bid~~ competitive solicitation is awarded by the School Board unless the competitive solicitation document has a provision stating otherwise.
9. The requirement for requesting ~~bids~~ competitive solicitations and making purchases, insofar as they relate to purchases of petroleum and paper products, are hereby waived when the following conditions have been met:
  - a. ~~Bids~~ Competitive solicitation have been requested in the manner prescribed, and
  - b. The School Board has made a finding that no valid or acceptable firm ~~bid~~ competitive solicitation has been received within the prescribed time.

When such a finding has been officially made the School Board may authorize the Director of Purchasing to negotiate with suppliers to execute a contract for such supplies under whatever terms and conditions are felt to be to in the best interest of the School Board.

As required by ~~287.057(23)(a)~~ 1001.42(10)(j), Florida Statutes, the School Board ~~will~~ shall receive and give consideration to the prices available to it under rules of

~~the Department of Management Services, Division of Purchasing~~ through the use of the program for on-line procurement of commodities and contractual services developed by the State Department of Management Services. The School Board will shall have the option of purchasing under the contracts as may be established, if such purchases are to the economic advantage of the School Board and meet the standards and specifications prescribed by the Superintendent.

In lieu of requesting competitive solicitations from three (3) or more sources, the School Board may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein shall permit purchases by the School Board at the same terms, conditions and prices (or below such prices) awarded in such contracts, and such purchases are to the economic advantage of the School Board.

A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or a state or federal agency contract prescribes with whom the School Board must contract or if the rate of payment is established during the appropriations process.

A contract for regulated utilities or government franchised services may be awarded without competitive solicitations.

10. An emergency purchase is defined as one brought about by a sudden unexpected turn of events (i.e. acts of God, riot, fires, floods, accidents, or any circumstances or cause beyond the control of the cost center head in the normal conduct of its business) involving health, welfare, injury, or loss to the School District of Clay County, and which can be rectified only by immediate purchase of equipment, supplies, materials, or services. When ~~it is apparent to~~ the Superintendent of Schools determines in writing that a bona fide emergency exists, ~~he~~ he/she may authorize the purchase of equipment, supplies, materials or services without compliance with policies which require requisitions, ~~bids~~ competitive solicitations or other preliminary measures leading to the issuance of a purchase order. A confirming purchase order shall be issued for all purchases made under this heading. The confirmation shall contain an explanation of the nature of the emergency.
11. It is the responsibility of each principal or department head, or ~~his~~ their authorized representative, to acknowledge receipt of goods or services to ~~his~~ their school or department immediately upon receipt, by signing and returning to the Accounts Payable Office the copy of the purchase order provided for that purpose. Any discrepancy between the items specified in the purchase order and what is received shall be noted, in writing, by the principal or department head or authorized representative of the school. Payments will not be made until the signed purchase order receiving copy is returned to the Accounts Payable Office.
12. No lease agreement shall exceed a period of twelve months; however, acquisitions by this method may be subject to a clause granting option to renew. The School

District of Clay County may not enter into a lease or lease/purchase agreement, the term of which exceeds one year, unless the agreement contains the stipulation, "... subject to the availability of funds."

13. Petty cash funds will be established for the primary purpose of small day-to-day purchases and minor equipment repairs. No equipment may be purchased using petty cash funds.
14. ~~Bids~~ Competitive solicitation, quotations, a list of vendors and one copy of all purchase orders issued or canceled will be maintained in the district's purchasing office.
15. The School Food Service Department will be responsible for the accuracy and payment of invoices for materials purchased for that department.

(Amended: 11/18/03)

## B. School Budgets

### 1. Preparation of Budgets

Each principal shall be responsible for the preparation of his/her budget which shall be in accordance with instructions and forms as provided by the district office. The individual school budget should represent the interpretation of the long-term educational program of the school as applied to the current fiscal year and should be developed by the principal in conjunction with all members of his/her educational staff and the School Advisory Council.

### 2. Administration of Individual School Budgets

Each principal shall maintain an accurate and up-to-date record of all transactions affecting his/her budget.

## C. Use of School Buildings, Grounds and Equipment

1. Under no circumstances shall employees of the School District of Clay County use school equipment, school materials, or school facilities (shop, etc) for personal reasons. These items are public property purchased for ~~either~~ instructional or maintenance of public properties, and not for private use of individuals employed by the District School Board. After work hours is no exception.
2. For the purpose of enhancing instructional skills - computers, computer peripheral equipment, and computer software may be taken home with approved time limitations by instructional and administrative personnel of the District. This equipment will be used to familiarize personnel with the hardware and software to be used for instructional and administrative functions of the District. Proper administrative controls, as developed by the Property Control Manager, will be followed in movement of equipment and software.

3. Assistive technology, such as adaptive computers, augmentative communication devices, assistive listening devices, positioning/mobility equipment, environmental control items, et cetera, may be checked out to ESE students/parents when the student's Individual Education Plan (IEP) specifies the need for such assistive devices both at school and at home. The Individual with Disabilities Education Act (IDEA) defines such equipment as part of a free and appropriate education for individuals with disabilities. Proper administrative controls will be followed and monitored by the Property Control and the ESE District Offices.

D. Media Center Equipment Check-Out Policy

1. For the purpose of enhancing instructional skills and/or school related presentations off campus, library media center equipment may be checked out by instructional and administrative personnel, students, and educational partners of the school district. Requests for use outside of school, using proper administrative controls, will be handled on an individual basis, based on the following:
  - a. Impact of the instructional program
  - b. Need for the request
  - c. Size, weight, and delicate makeup of item
  - d. Cost of item
  - e. Responsibility of borrower
  - f.. Willingness of the borrower or their parents to accept responsibility for damages that may occur.
2. Student loan approval will be limited specifically to an academic assignment, i.e. athletic, drama, course subject, as per teacher request. Under no circumstances shall equipment be checked out for non-educational use. All equipment taken off campus and valued at \$500.00 and over will have prior written approval of the Property Manager at the Cost Center involved.

E. Outside Organizations or Groups

1. Requests for use of school facilities by outside organizations or groups should be made at least ten (10) days prior to the date of proposed use. Use of school facilities by outside groups or organizations shall not conflict with regular school use.
2. All permits will be for specific rooms and specific hours. It shall be the responsibility of the organization to see that the other portions of the building are not molested and that the premises are vacated as scheduled.
  - a. School facilities shall be available to parent-teacher organizations, farmers' organizations, character building organizations, groups or clubs of citizens formed for recreational, educational, political, economic, artistic or moral activities when such activities do not interfere with the regular functions of the school.

- b. School-community interaction is promoted and provisions for the use of grounds and facilities are made for outside agencies/associations, which comply with Board Policy. Each Principal is given the authority to schedule use of school grounds and facilities in a manner which avoids conflict and undue abuse. The grounds and facilities are to be assigned on a first-request first-served basis. The requesting group shall sign an agreement with the principal, which releases the Clay County School Board from any and all liability charges. The agreement further specifies rental charges (if any) and time constraints, which apply to the group making the request. It further prohibits the grounds and facilities from being used by an outside agency or association, which uses the school name and/or mascot in connection with their activities. No outside agency/association will be allowed to use School Board facilities or grounds during school hours.
3. Permits may be revoked without previous notice when conflicting dates result or when need of the property for public school purposes, subsequently develops. For other cause, permits may be revoked at any time upon reasonable notice.
4. Where there is no admission, fee, charge or contributions required for attendance or participation, the use of the school facilities shall be without charge, other than those established in g. below.
5. If the group requires an admissions fee of any kind, but the net proceeds are used for charitable purposes or welfare of students of the county, there may be no charge for the use of the facilities other than those established in ~~g.~~ 7. below. The Board must ascertain that the net proceeds are for such purposes and, to do so may request an accounting.
6. All rate charges for the use of school buildings will be determined by the School Board at a regular or special School Board meeting. Rate charges shall be payable by check to the School Board of Clay County.
7. In addition, the following amounts for supervision and labor will be charged, when applicable:
  - a. A minimum of two (2) hours is charged if a School Board employee must be on duty. Such charges will be computed at one and one-half (1-1/2) times the employee's regular salary rate plus matching retirement and social security.
  - b. For any damages, abuse beyond normal wear, or shortages, there shall be a charge assessed based upon either the actual value or replacement cost, whichever represents the lesser cost.

(Ref. F.S. 1001.42; 1010.20) (Amended: 11-19-91)

8. There shall be NO intoxicants or narcotics used in or about school buildings and premises nor shall profane language, quarreling, fighting, or gambling be permitted. Violations of this rule by an organization during occupancy shall be sufficient cause for denying further use of school premises to the organization.
9. The programs offered in or during the use of any school facility shall at no time contain any matter which might tend to cause a breach of the peace, or which constitutes subversive doctrine or a seditious social order.
10. The use of any school facility shall include the assignment of at least one (1) school employee who shall be paid by the Board and not by the organization using the facility. The employee in charge shall have full powers to see that the use of the facility is conducted in accordance with these regulations.
11. All juvenile organizations or groups seeking use of school premises must have adult sponsorship.
12. Rules and Regulations Governing Kitchen Facilities:
  - a. The kitchen facilities as provided by these regulations shall be available for refreshing purposes and for the serving of meals cooked elsewhere. The kitchen facilities shall not be used to completely prepare and serve meals except those prepared and served by school food services personnel and for which full charge is made. Non-school food services personnel are prohibited from operating major kitchen equipment.
  - b. The use of a kitchen facility shall require the assignment of at least one (1) school food service employee who shall be designated by the principal to serve in a supervisory capacity.
    - 1) The employee so designated shall not perform the actual functions of preparing, cooking, serving, or cleaning up after meals, refreshments, et cetera. The organization using the facilities must supply the necessary labor for these functions.
    - 2) The food service employee is to direct in the use of kitchen facilities and to help in locating and relocating equipment.
    - 3) At all times the food service employee is an employee of the Board and not of the organization using the facilities.
    - 4) The food service employee shall not receive pay or gratuities from the organization using the facilities.
  - c. In no case shall food service supplies be used in the preparation of meals or refreshments.
  - d. Whenever the kitchen facilities are not properly cleaned after use, the Board will clean the facilities and charge the organization for the actual cost.

- e. The above rules and regulations are not intended to prohibit the use of the kitchen facilities by other governmental agencies when this use does not interfere with the operation of the school food service program and when the use of the facility has been determined to be crucial to the continuing operation of such agency. In the event of use by other government agencies, the following requirement will be in effect:
  - 1) This use of a kitchen facility shall require the assignment of one (1) school food service school level management employee who shall serve in a training and orientation capacity for the agency's food service personnel.
    - a) The designated employee shall train the agency's food service employees to properly and safely use and maintain the equipment in the facility and will provide orientation to the location of utensils and other small equipment.
    - b) At the end of the period of use, the designated employee will test the equipment to ascertain that it is in good working order and perform an inventory of small equipment and utensils to assure these items are accounted for and in good condition.
    - c) At all times, the food service employee is an employee of the Board and not of the agency using the facility. The salary of this employee will be reimbursed by the agency using the facility.
    - d) The amount of time needed for training, orientation and post service accounting shall be determined by the Director of School Food Service in the best interest of the School Board.

(Ref. 6A-7.042(2)(b)) (Amended: 07-09-87)

- 13. Insurance required by outside organizations or groups using facilities, grounds, or kitchen areas:

Any private or outside organizations or groups will be required to furnish a certificate of insurance in the amounts specified on MIS document #13018 titled Agreement for Use of Facilities and Grounds, available at each school. The referenced document must be filled out completely by all persons, outside groups, or organizations. The liability insurance requirement may, with Clay County School Board approval, vary based on the type of function or event planned. Product liability may be required if the cafeteria is used or products cooked and disbursed to the public. Copies of the MIS #13018 form shall be filed in the Insurance Office at least 10 days prior to the event on Clay County School Board property.

F. Insurance



The expressed power of the Board to manage and control school property gives the Board authority to purchase insurance for the protection of that property. In addition, Florida Statutes, Chapter 234, specifically require that liability insurance be carried on students who are transported at public expense. The Board is also subject to the Florida Worker's Compensation Law, and as such is responsible for injuries or death of its employees arising from the performance of their duties.

G. Travel

Reimbursement for travel is allowed to authorized persons who incur expenses for conducting official business that services a direct and lawful public purpose with relation to the School Board of Clay County. Travel expenses shall be limited to those expenses necessary in the performance of official business and must be within the limitations prescribed in this section.

1. Authorization

- a. All travel, including per diem and/or traveling expenses when pertinent, shall be authorized or approved by the Superintendent of Schools or designee TWO WEEKS PRIOR to the incurrence of the expenses and shall specify the travel to be performed.

The following forms are to be completed TWO WEEKS prior to date travel is requested:

- 1) ~~An Authorization to Incur Travel Expense (MIS-12157)~~ Part 1 of the ACP-1-3202 form "Authorization to Incur Travel Expenses" signed by immediate supervisor. An agenda or document is to be attached showing dates, times, and any other fees such as registration.
- 2) Application for Leave signed by immediate supervisor with copy of agenda/document attached. Leave should be marked Professional or Temporary Duty Elsewhere or others.

Upon return of travel, a ~~Voucher for Reimbursement (MIS-13202)~~ Part 2 of the ACP-1-3202 form "Out-of-County Travel Voucher for Reimbursement of Travel Expenses" has to be completed with necessary receipts attached for payment.

It is the immediate supervisor's responsibility to verify that the expenses of travelers are the most efficient and economical means of travel (considering time of the traveler, cost of transportation, number of persons making trip, and per diem or subsistence required.)

The School Board members, county staff, administrators, or teachers who have multi-school duties, may be reimbursed for official travel. In addition, individuals who are not School Board employees may receive travel reimbursement while performing Board related services.

Travel at county expense, whether in-county or out-of-county, may be made only if it will serve a direct purpose for the School District of Clay County. The Superintendent or designee shall determine the mode of transportation for each trip.

- b. In all cases where possible, out-of-state travel by School Board members shall be approved, in advance, by the School Board.

(Approved: 06-27-91) (Amended: 05-16-00)

## 2. Travel Allowance

Travel by privately owned vehicles shall be reimbursed at the current Federal (IRS) Reimbursement Rate. All mileage shall be shown from official headquarters, or residence, to the point of destination, whichever is less.

When travel by common carrier or chartered vehicle, the traveler shall be entitled to reimbursement upon presentation of an invoice or receipt.

Written justification, approved by cost center administrator, is needed when airfare is required in lieu of driving, and must be attached to the Authorization to Incur form. If airfare is being paid by purchase order, a copy of the purchase order and invoice must be attached to leave forms. If airfare is paid by an individual, invoice must be attached to voucher for reimbursement. Meals included in your airline fare will be deducted from your per diem.

No traveler shall be allowed mileage reimbursement when ~~he~~ **they is are** gratuitously transported by another person. Travelers shall be subject to accountability for planning trips to the extent that school funds shall not be expended for two (2) cars when one car could transport travelers to the same destination at the same time.

(Amended: 10/20/05, Amended: 12/15/05)

## 3. Rates of Per Diem and Subsistence Allowance

For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are divided into the following groups and rates:

- a. All travelers shall be allowed subsistence when traveling to a convention, conference or normal travel (routine School Board business) which, may serve a direct public school purpose. Upon approval of the Superintendent or designee, one of the following will apply at the option of the traveler.
  - 1) Per diem as established by Clay County School Board policy. Per diem is \$80.00 per day, or \$20.00 per quarter and covers cost of rooms and meals; or

- 2) If actual expenses exceed established per diem, the amounts permitted for meals, plus actual expenses for lodging at a single occupancy rate will be substantiated by paid bills.
  - b. Travelers attending functions within surrounding counties (Alachua, Baker, Bradford, Duval, Nassau, Putnam, and St. Johns) who intend to request reimbursement for cost of lodging and/or meals, must provide written justification to their immediate supervisor for pre-approval. This justification will be attached to their Authorization to Incur Expenses ~~(MIS-12157)~~/Out-of-County Travel Vouchers for Reimbursement for Travel Expenses (ACP-1-3202).
  - c. When lodging or meals are provided at a State institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.
4. Per Diem Reimbursement

For the purpose of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

- a. For Class A and Class B travel, the traveler shall be reimbursed one fourth (1/4) of the authorized rate of per diem for each quarter or major fraction thereof (at least 1/6 of the quarter) of the travel day included within his travel period.
  - b. Quarters are listed below:
    - 1) First quarter                    12:01 a.m. to 6:00 a.m.
    - 2) Second quarter                6:01 a.m. to 12:00 noon
    - 3) Third quarter                    12:01 p.m. to 6:00 p.m.
    - 4) Fourth quarter                 6:01 p.m. to 12:00 midnight
5. Meals Only

All travelers may be allowed subsistence while on Class C travel on official business according to following time schedule:

- Breakfast - When travel begins before 6:00 a.m. and extends beyond 8:00 a.m.  
 Lunch - When travel begins before 12:00 p.m. and extends beyond 2:00 p.m.  
 Dinner - When travel begins before 6:00 p.m. and extends beyond 8:00 p.m.

Continental Breakfast – A continental breakfast is considered a meal and where any such breakfast is included in the registration fee, lodging or present on your agenda, must be deducted from per diem or meals claimed.

Meals are not reimbursable when included in other reimbursed expenses, such as airfare, registration fees, or lodging.

Rates are established by Clay County School Board policy. Current reimbursement allowances for meals are \$6.00 for Breakfast; \$11.00 for Lunch, and \$19.00 for Dinner.

No allowance shall be made for meals when travel is confined to Clay County.

6. Registration Fees

Reimbursement of registration fees are allowed for attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (5).

Registration fees will be reimbursed at the least expensive member/non-member fee rate. Additional assessment for registration is not reimbursable (late fees), unless specifically approved by the Superintendent or Deputy Superintendent.

Registration fees are not reimbursable unless specifically approved in advance by the Superintendent or designee. A document must be attached to your application for verification of registration fee.

(Amended: 04/19/01, 12/20/07)

7. Other Expenses

- a. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate, in writing, that the charges were proper and necessary.

The following incidental traveling expenses of the traveler may be reimbursed:

- 1) Taxi fare
- 2) Ferry fares, bridge, road, tunnel tolls
- 3) Storage or parking fees
- 4) Communication expenses
- 5) Incidental expenses must be in connection with the transaction of official business. All expense items, including registration fee, must be supported by paid invoices, sale tickets, certificate of completion/attendance, or canceled check.

b. Invoice

An invoice for hotel or motel must be attached to voucher requesting reimbursement (if traveler was granted free overnight lodging in a private

residence, a note of explanation from the employee must appear with the voucher).

c. Mileage Only Travel

Any mileage claimed after the normal working hours, including returning to work on weekends, Fridays during the four-day week period, and School Board meetings will have to have approval, in writing, from the principal for individual schools and approval from the Superintendent or designee for all county/annex office employees.

Mileage may be claimed on the REQUEST FOR REIMBURSEMENT – (MIS-13203)/Mileage Only Travel when traveling in-county or to out-of-county areas and not being reimbursed for actual expenses, per diem, or meals.

Under Purpose, on REQUEST FOR REIMBURSEMENT/Mileage Only Travel, a written explanation for each entry must be given. Documentation must be attached to the form for counties not surrounding Clay County.

Reimbursement for Mileage Only Travel must be approved by the immediate supervisor.

Other regulations for Mileage Only Travel are outlined in the current salary schedule.

(Amended: 06-27-91)

8. Extra Curricular-Related Travel Expenses Paid by Club

When a club prepays an approved travel expense, reimbursement may be made by processing a purchase order. A copy of the purchase order, requesting reimbursement for expenses paid by the club, would be attached to Authorization to Incur Travel Expense and Application for Leave forms.

Approved travelers would be entitled to fill out a Voucher for Reimbursement for any approved cost not covered by the purchase order upon return of travel. Receipts are required for costs other than meals.

9. Advancements for Travel

The Superintendent or designee may authorize advancement of per diem and traveling expenses of public officers, employees and authorized persons. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his/her duty.

It will be necessary to fill out an Authorization for Advance Payment form, MIS-13205, at the time Authorization to Incur Travel Expenses and Application for Leave forms are completed.

(Ref. F.S. 1001.42; 1010.20) (Adopted: 01/08/81) (Amended: 07-09-81, 02-12-87, 07-19-90) (Ref. F.S. 112.061/Exemption-2003, Amended: 08/18/03, Amended: 07/20/06, 12/20/07, 00/00/00)