STARTING POINT
Determine the source of funding for the program/event and follow the appropriate steps.

- Department Funds
- Special Revenue Funds
- Mini Grant Funds
- Grant Funds

Obtain the funding and object codes for the funding source.

<table>
<thead>
<tr>
<th>APPLICATION AND FUNDING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required Documents</strong></td>
</tr>
<tr>
<td>Department Funds</td>
</tr>
<tr>
<td>Public Program Proposal form</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
</tr>
<tr>
<td>Special Revenue Funds Request Email</td>
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</table>
Mini Grant Funds

**Mini Grant Application**

**Step 1:** **Mini Grant Applications** must be submitted by the deadline. A Library-wide e-mail will announce the availability of Mini Grants at the start of each fiscal year.

**Step 2:** **Task Order Numbers.** Before any grant funds can be spent, identify the **Mini Grant Task Order Number**, which will be posted on LIBRO. This number ensures funds are charged to the correct account.

**Step 3:** **Remaining Balances** of a Mini Grant must be spent according to the budget approved with the application.

**Step 4:** Follow **ProCard purchase procedures**, as the **Preferred Method of Payment**.

**Step 5:** **Unspent Funds** are returned and used for future requests.

**Step 6:** **Funds may be moved** between approved Mini Grant requests only after approval. Submit an e-mail to the Assistant Director of Public Services with a detailed approval request as soon as it is determined funds need to be moved within the budget.

**Assistance / Questions**

Contact APL Financial Services, Accountant Associate
E-mail Library-ACAOFinance@austintexas.gov

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### AFTER APPROVAL and BEFORE SCHEDULING PROGRAM

After receiving final approval for the program, complete the following steps.

**AGREEMENTS AND PRESENTER/VENDOR SET UP**

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk Assessment</strong></td>
<td>A <strong>Risk Assessment</strong> of the program is required, regardless of the cost of the program/performer.</td>
</tr>
<tr>
<td><strong>Risk Assessment Procedure</strong></td>
<td>Step 1: Follow the <strong>Risk Assessment Procedure</strong>, You will need either:</td>
</tr>
<tr>
<td>City of Austin Risk Assessment Approval E-mail</td>
<td>• A Risk Assessment Approval e-mail from the office OR</td>
</tr>
<tr>
<td>Director’s Insurance Waiver</td>
<td>• An <strong>Insurance Waiver Request</strong> signed by the Library Director</td>
</tr>
<tr>
<td></td>
<td>You will save these to turn in with your financial paperwork.</td>
</tr>
<tr>
<td></td>
<td>Step 2: If your initial Risk Assessment e-mail was not approved and the Director will not sign a waiver request, you may be directed to send in proof of Liability Insurance from the Vendor. Send a copy of the insurance in to the City’s Risk Assessment Office for verification and approval.</td>
</tr>
</tbody>
</table>
| **Purchasing Guidelines** | Step 3: You save the approval e-mail from the Risk Assessment Office or signed Director’s Waiver to attach to your financial paperwork in order to pay the presenter.  

**Forms:**  
[Risk Assessment Procedure](#)  
[Insurance Waiver Request](#)  
[Certificate of Insurance](#) |
| --- | --- |

| **Program Presenter Setup** | **Program Presenter Agreement** | Step 1: Obtain a signed Program Presenter Agreement after receiving the approved Risk Assessment or signed waiver. This Presenter Agreement is used if the presenter is not a paid staff member on City time.  

Step 2: Ensure the Presenter Agreement is complete with dates, times, program length, target audience, payment method, meeting room and/or equipment needs.  

Step 3: Email the completed form to the presenter for handwritten signature. Request a scanned copy. Alternatively, obtain presenter’s signature in person at a Library location.  

*Note: E-signatures are not accepted.*  

Step 4: E-mail the presenter to confirm receipt of the Agreement Form.  

Step 5: If paying vendor by check, print a copy of the presenter’s Vendor’s Registration from the City’s Vendor Connection Registration System and attach a copy to the Agreement Form  

**Forms:**  
[APL Program Presenter Agreement](#)  
*Contact Adult Programming Advisory Team for more info* |
| --- | --- | --- |

| **Program Room Reservation and Equipment Requests** | Step 1: Ensure Meeting Room Reservation is made.  

Step 2: If event is after hours, submit (or have a supervisor submit) a Facilities Request for heating and cooling of the building, or additional tables and chairs.  

Step 3: If presenter needs an Ethernet port turned on in the meeting room, or Wi-fi after hours, submit a Helpdesk Ticket.  

Step 4: If you are open after-hours or need assistance dealing with a large crowd, submit a Security Request for additional security personnel. |
City staff on City time do not receive additional compensation for programming activities. Items purchased and outside vendors/presenters may be paid by the following methods:

- ☐ CHECK
- ☐ PROCARD
- ☐ PAYPAL

## PAYMENTS

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Expense Form</strong></td>
<td>APL Finance Office - <a href="#">Accountant Associate</a> will complete Business Expense Forms.</td>
</tr>
<tr>
<td><strong>Invoices</strong></td>
<td><strong>Step 1:</strong> An invoice is required in order to pay presenters for all payment method types.</td>
</tr>
<tr>
<td>Invoice</td>
<td><strong>Step 2:</strong> All information on the invoice must match the information exactly as shown on the City Vendor website, if paying by check.</td>
</tr>
</tbody>
</table>
| Handwritten: “OK to Pay” and date of program by Managing Librarian, Management - level staff, or designee. | **Step 3:** All invoices MUST include:  
  a. Vendor’s Registered Full Name  
  b. Vendor’s Registered Mailing Address  
  c. A unique invoice number that will not be duplicated.  
  d. City Vendor number assigned by City Office (for payments by check).  
  e. Program date, name, and location (date on invoice must be the first day of the program or later).  
  f. Total cost and description of items purchased or services rendered with total amount due, including Temporary Food Permit costs.  
**Step 4:** The Managing Librarian, Management - level staff, or designee must hand write “OK to Pay” on the Invoice and date it either on the last day of the program or immediately following the last day of the program. Only after this should it be sent in to the payment processor or [Accountant Associate](#). “OK to Pay” means:  
  a. The Library was satisfied with the services provided and the vendor met the terms of the Presenter Agreement.  
  b. Finance can process payment to the vendor.  
**Step 5:** “Ok to Pay” does not guarantee that the vendor will be paid. All paperwork for your chosen payment method must be turned in. |
| **Forms:** | Invoice with date and handwritten “Ok to Pay”  
  [City Vendor Connection Registration](#)  
  Special Revenue Approval email  
  Risk Assessment Documentation |
**Payment by Check**

**Vendor Setup** with City of Austin

Eligible Items:

☐ Presenter

**Attach:**
- Presenter Agreement Form
- Special Revenue Approval Email
- Risk Assessment Approval or Insurance Waiver
- Purchase Order
- Invoice

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Step 1: To be paid by check, a presenter must register as a **City Vendor** in the **City’s Vendor Connection Registration System** in advance of their program. Provide a **Vendor Setup Information Sheet** to the presenter/vendor.

Step 2: Follow **Purchase Order** instructions.

Step 3: Verify that the vendor’s name and address **match exactly on all forms**, including the Vendor website, Presenter Agreement, Purchase Order, and Invoice. Turn these in to the APL Finance Office - **Accountant Associate**.

**Note:** If needed, City of Austin **Small Business Development** can assist presenters in establishing themselves as a City Vendor. It is recommended that the presenter only completes the required information to speed the process and avoid potential errors.

Payment to vendor may take up to **30 days**.

**Forms:**
- City Vendor Connection Registration
- Vendor Setup Information Sheet
- W-9 Blank form for Vendors
- Risk Assessment Approval or Insurance Waiver Form

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**Purchase Order**

**Purchase Order Request Form**

**Important:** Do not commit or schedule a vendor/presenter before a **Purchase Order Number** has been issued, when paying by check.

It is against City Policy to hold a program and then request a purchase order after the program.

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Step 1: A presenter must be registered and active on the **City’s Vendor Connection Registration System** in order to obtain a Purchase Order Number.

Step 2: Request an e-mail from the presenter verifying procurement and payment addresses. Attach to the filled **Purchase Order Request Form**.

Step 3: If in Branch Services, send the **Purchase Order Request Form** and presenter address verification e-mail to the Branch **Program Specialist** and **Administrative Specialist**.

Step 4: Submit approved **Purchase Order Request Form** and required forms to APL Finance Office - **Accountant Associate**.

**Forms:**
- City Vendor Connection Registration
- Vendor Setup Information Sheet
- W-9 Blank form for Vendors
- Purchase Order Request Form
## Payment by Procard

**Eligible Items:**
- Presenter
- Food
- Decorations
- Crafts
- Consumables

**Presenter Attach:**
- Presenter Agreement Form
- Special Revenue Approval Email
- Risk Assessment Approval
- Insurance Waiver
- Receipts
- Invoice

**Item Attach:**
- Special Revenue Approval Email
- Receipts
- Invoice

A Procard is a City of Austin credit card. Procards are issued to select Library staff permitted to make purchases. Procard is the easiest and fastest payment method for presenters or items. Presenters are not required to register as a City Vendor with Procard payment.

*Note: Procard purchases must be under $3,000.* *Sales tax is not reimbursed. Use the [Sales Tax Exemption](#) form with Tax ID 74-6000085 for any purchase.*

### Procard Presenter Payment

**Step 1:** Contact a current **Procard Purchaser** to set up a meeting with the presenter.

**View Current Procard Purchaser List**

**Step 2:** Presenter must provide:
- The equipment or means by which to swipe/process a credit card transaction
- An invoice
- A receipt

**Step 2:** Credit card fees must be included as part of the negotiated payment on the Invoice or be absorbed by the presenter.

**Step 3:** Submit receipts and all required forms to the Procard purchaser.

### Procard Item Purchase

**Step 1:** Contact a current **Procard Purchaser** to request and schedule a shopping trip during work time. Alternatively, e-mail **Accountant Associate** to request online purchases.

**View Current Procard Purchaser List**

**Step 2:** When purchasing items, keep all original receipts, including printed receipts from a store, emails, or shipment invoices.

**Step 3:** Ensure all task numbers and documentation for a **Mini Grant** or **Special Revenue** program are correct for account reconciliation.

**Step 4:** Submit receipts and all required documents to the Procard purchaser.

**Step 5:** The Procard purchaser submits all purchasing documentation to APL Finance Office - **Accountant Associate**.

### Forms:
- Procard Application Form
- Sales Tax Exemption
### Payment by PayPal

**Eligible Items:**
- Presenter

**Presenter Attach:**
- Presenter Agreement Form
- Special Revenue Approval Email
- Risk Assessment Approval
- Insurance Waiver
- Invoice

No purchase order is needed. The presenter is not required to register as a City Vendor. Payment can only be initiated after the program. The vendor receives payment by PayPal in approximately one week.

- **Step 1:** Make sure the presenter has a registered PayPal account.
- **Step 2:** Contact appropriate [Procard purchaser](#) to request they process a presenter payment, set a specific date after the program.
- **Step 3:** The presenter must provide an [Invoice](#) that also includes:
  - Vendor’s PayPal e-mail address
  - Funding codes
  - Handwritten “Ok to Pay” and date after the event
- **Step 4:** Ensure the [Presenter Agreement](#) and any [approval e-mails](#) or [funding codes](#) are given or sent to Procard purchaser before payment date.

### Petty Cash Reimbursement

**Eligible Items:**
- Presenter
- Food
- Decorations
- Crafts
- Consumables

**Presenter Attach:**
- Presenter Agreement Form
- Risk Assessment Approval
- Insurance Waiver
- Receipt
- Invoice
- Petty Cash Form

In an emergency, personal funds (cash or credit) may need to be spent. The Library’s Petty Cash is used to reimburse staff for out-of-pocket expenses under $150. Purchases must be [under $150](#) per retailer.

*Note: For example, $149 at Home Depot, $149 at Dragon’s Lair, and $149 at Lowe’s is acceptable, but not three separate $149 purchases at Home Depot.*

- **Step 1:** Make purchase with personal funds using the [Sales Tax Exemption](#) form with Tax ID 74-6000085 as you are not reimbursed for sales tax. Keep the receipts.
- **Step 2:** Submit the [Petty Cash Form](#) and original receipts to APL Finance Office - [Accountant Associate](#), include presenter forms if for presenter payment.

**Forms:**
- [Petty Cash Form](#)
- [Sales Tax Exemption](#)
- Invoice

### COMPUTER / TECHNOLOGY PURCHASES

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Technology</strong></td>
<td><strong>Step 1:</strong> Identify the source of the funds before requesting a purchase. Special Revenue or Mini-Grant funds are the quickest sources. <strong>Step 2:</strong> Submit a <a href="#">Purchase Request</a> to <a href="#">ALIS</a> at least 6 weeks before equipment is needed and provide:</td>
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<tr>
<td>Examples:</td>
<td></td>
</tr>
<tr>
<td>- peripherals</td>
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<tr>
<td>- laptop</td>
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</tbody>
</table>
|   | a. Program funding codes, object codes, or grant codes  
|   | b. Item description and quantity  
|   | c. Installation needs  
|   | d. Business justification  
|   | e. Deadline for purchase  
| Note: Purchase Requests are not accepted after September 1, at the end of the fiscal year, until the new budget is available.  
| Step 3: ALIS assists in determining whether purchases include use agreements, one-time purchasing fee, maintenance fees, and licensing costs. There may be different funding sources for different fees.  
| Step 5: Receive written authorization from ALIS, e-mail to designated purchasing source. i.e. Procard purchaser, Department purchaser, etc.  
| Forms:  
| Request an ALIS purchase  
| Request technical support  

| CIRCULATING MATERIALS PURCHASES  
| Circulating Materials  
| Examples:  
| Books  
| CDs  
| DVDs  
| At least 4 weeks before the program, submit a Purchase Request email to Cataloging and Collections Services.  
| Include:  
| a. Title, author, year and ISBN if possible  
| b. Event name and date  
| c. Special Revenue approval e-mail  
| Forms:  
| Purchase Request  
| }