



Procurement Plan

TEXAS COMMISSION ON FIRE PROTECTION FINANCIAL ACCOUNTABILITY SYSTEM

Texas Commission on Fire Protection

Revised: November 27, 2024

**Texas Comptroller of Public Accounts
Statewide Procurement Division
FY25 Agency Procurement Plan Template**

Instructions:

Please complete the information below. Submit it with the requested attachments to procurement.plans@cpa.texas.gov by November 30, 2024.

General Information

Agency Name: Texas Commission on Fire Protection
Agency Number: 411

Procurement Director Contact Information

Name: Amanda Khan
Phone Number: 512 936 3841
E-mail Address: Accounts.payable@tcfp.texas.gov

Purchasing Capacity Assessment

Dollar value of agency delegated purchases for FY24: \$77,033.14
Number of purchasing FTEs: 2
Automated purchasing tools used by the agency (if applicable): 0

Please attach the following:

- Copy of agency's purchasing and contract management procedures which include protest procedures developed by the agency.
- Credit card procedures regarding the issuance and security of payment cards and the use of those cards by the agency's employees.
- Attach or provide links to any SAO audits of purchasing and contract management functions for FY24-FY25 –
- Attach or provide links to any Comptroller post payment or procurement audits for FY24-FY25 -

Certified Procurement Professionals

Number of certified purchasing FTEs: 2
Number of certified contract management FTEs: 2

Please attach the following:

- Amanda Khan Division Chief, CTCM #1900045438
- Annalise Beasley Accountant II Purchaser CTCD #1900044085, CTCM#190004086

Training Projections for the Fiscal Year

Number of seats needed for CTCD certification courses for FY25: 2

Number of seats needed for CTCM certification courses for FY25: 1

Delegated Purchasing Assessment

Please list the names of personnel with delegated signature authority for proprietary justifications:

- Mike Wisko Agency Chief
- Cliff Grant Deputy Chief of Professional Standards

Please complete the table below with the requested information on your agency's five delegated purchases anticipated to have the highest expenditure for commodities or services (excluding professional services) not available on an existing contract through CPA or DIR for FY25:

| Delegated Purchase | Anticipated Value for FY25 | Previous FY Value for same/similar purchase: | Name of current vendor: | Has the agency looked for the item on CPA or DIR contract? (Y/N) |
|---------------------------|-----------------------------------|---|--------------------------------|---|
| Truck Covers | 12,449 | 12,000 | Pickup Heaven | N |
| Conference Rm Chairs | 8,799 | 8,000 | Office Depot | Y |
| | | | | |
| | | | | |
| | | | | |



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Accounting Procedures

Travel voucher reimbursements and audits:

- Travelers submit travel vouchers through the agency's FARM system.
 1. The Travel accountant will monitor Tripld travel vouchers on FARM Trips – Open Trips. Once the status is ComplianceApproved, the trip is ready for completion and payment.
 2. The travel accountant should review the attached travel vouchers within trips for compliance to travel regulations, accuracy and completeness.
 3. Any discrepancies, variances, or mistakes should be addressed with the traveler and their supervisor if needed. Travel vouchers should remain in Open Trip status until corrected by the traveler.
 4. Completed audited travel vouchers should be printed and readied for payment.
 5. Performance measures log should be updated with travel voucher information.
 6. A document number should be assigned to the travel voucher.
 7. The travel tab on the document log should be updated and checked for duplicate trip submissions.
 8. Tripld Travel Vouchers should be Closed in FARM and moved to Closed Trips.
 9. Travel vouchers should be entered in CAPPs, reviewed by the senior accountant and approved by the financial manager.
 10. Travel vouchers are filed accordingly in the travel accountant's file system.
- Performance Measures Updates
 - Prior to travel vouchers being enter in CAPPs for payment, the financial metrics and mileage from travel vouchers should be entered in the performance measures log.
 - The performance measure log is located at G:\Travel\Performance Measures of the shared accounting drive.

Purchase Orders for Goods and Services

1. Once a request has been received by the purchaser from a department supervisor, the purchaser should research the best vendor(s) to complete the request considering:
 - The type of services/ goods needed,
 - The estimated cost, and
 - The quantity of the item needed
 - HUB vendors available
 - Texas Smartbuy ability to complete request



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2. The Purchaser should use state approved purchasing methods to research vendors for the goods/services, and identifies a vendor offering the best cost or value for such goods/services.
3. The purchaser should complete a Purchase Order (PO) in CAPPs and submit it for approval.
4. The PO should be approved by the senior accountant, the financial manager and executive director for final approval.
5. After the PO is approved, the purchaser should print out the PO and complete the order with the vendor(s) of choice.
6. If the agency has a line of credit with the vendor, the purchaser should utilize that line of credit to complete the purchase.
7. If the vendor requires immediate payment, the purchaser should utilize the agency's procurement credit card to complete the purchase.
 - A copy of the purchase order is required to request the procurement card. In addition to the purchase order, the purchaser should provide the following on the PROCUREMENT CARD ACTIVITY LOG:
 - The signature of the requestor
 - The date that the card is signed out
 - The vendor name
 - The cost as specified on the purchase order document
 - If the Purchaser needs follow-up contact with the designated vendor to provide additional specifications, he or she should take a copy of the purchase order and a signed copy of the "Sales Tax Exemption Certificate" to complete the transaction.
 - After the purchase, the Purchaser should obtain an itemized invoice clearly stating charges and payments.
 - The Purchaser should return the procurement card sign it in, on the PROCUREMENT CARD ACTIVITY LOG, listing the following information:
 - The actual cost of the purchase
 - The signature of the requestor
 - The date the card was returned
 - If there is a difference in cost or quantity from the original PO, the Purchaser will provide justification.
8. For Electronic Delivery of purchases:
 - For software, purchases consisting of a download of software, the "skip receiving" box checked on the purchase order.
 - The IT department member issues an e-mail confirmation to the purchaser for filing with corresponding purchase documentation and invoice.



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9. After the completion of the purchase order, all supporting documentation – is filed with the purchase order in their purchasing staging area inside the Purchaser's files until the goods have been received or services have been completed.
 10. Receipt of Goods.
 - Goods are delivered to our agency to the Customer Service Rep who should sign for and release the goods to the senior accountant.
 - Purchases should be received by the senior accountant or other staff member of the agency.
 - The senior accountant should match the sending vendor name to a Purchase Order from the outstanding PO's awaiting the arrival of goods.
 - Purchases should be checked against invoice/packing slip to ensure completeness and accuracy.
 - If shipment is partial shipment, the senior accountant should note the partial shipment in CAPPs and notify the purchaser.
 - The purchaser should contact the vendor to get an estimated delivery date of the remaining items.
 - Received packing slip/invoice should be placed in senior accountant's folder for payment processing.
 11. Senior accountant should review PO folder daily for completed orders.
 12. Once an invoice is received, senior accountant should complete payment of the PO in CAPPs.
 13. Payments for received orders in CAPPs are submitted by the senior accountant and approved by the Financial manager.
 14. Payment vouchers are filed accordingly in the Purchaser's file system.
- Receipt of Services
1. When the agency pays for services as part of its ongoing daily operations, the "skip receiving" box on the PO is checked.
 2. Payment for services provided to the agency is processed by the senior accountant and is detailed in the Monthly payment of POs below.

Citibank Travel Card Payments

1. Citibank travel cards are used by travelers for state travel.
2. Citibank travel card statements are received by the agency monthly.
3. When the Citibank Travel card statement is received by the agency, it should be stamped with the received date and routed to the travel accountant for audit and processing of payment.



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4. The agency has 30 days to settle payment for the charges from the date of receipt*.
5. The travel accountant should review and audit all charges on the statement for accuracy and completeness.
6. Charges on the statement should be cross- reference against travel vouchers submitted by travelers and reference document numbers should be noted on the statement.
7. Any discrepancies and variances should be investigated and resolved.
8. Notable large discrepancies should be addressed with the financial manager.
9. After the audit is completed, a document number should be assigned and noted on the document number log.
10. The statement should be entered in CAPPs for processing and payment.
11. The senior accountant should review the entries for errors to accounting strings.
12. The payment should be sent for approval to the Financial manager.
13. The travel accountant should update the performance log with statement date, payment and document numbers.
14. After payment is sent, the senior accountant should update the document log with payment number from USAS.
15. Payment vouchers are filed accordingly in the travel accountant's file system.

Hotel Engine Direct Billed - Travel

1. Hotel engine direct bills hotels for hotel charges by travelers for state travel.
2. Hotel engine direct billed statements are received by the agency monthly via email to accounts.payable mailbox.
3. When the Hotel engine statement is received by the agency, it should be routed to the travel accountant for audit and processing of payment.
4. The travel accountant should stamp the statement with date of receipt. The agency has 30 days to settle payment for the charges from the date of receipt*.
5. The travel accountant should review and audit all charges on the statement for accuracy and completeness.
6. Charges on the statement should be cross- reference against travel vouchers submitted by travelers and reference document numbers should be noted on the statement.
7. Any discrepancies and variances should be investigated and resolved.
8. Notable large discrepancies should be addressed with the financial manager.
9. After the audit is completed, a document number should be assigned and noted on the document number log.
10. The statement should be entered in CAPPs for processing and payment.
11. The senior accountant should review the entries for errors to accounting strings.
12. The payment should be sent for approval to the Financial manager.
13. The travel accountant should update the performance log with statement date, payment and document numbers.



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14. After payment is sent, the senior accountant should update the document log with payment number from USAS.
15. Payment vouchers are filed accordingly in the Travel accountant's file system.

Enterprise Direct Billed Rentals - Travel

1. Enterprise rental cars direct bills the agency for rentals used by travelers for state travel.
2. Enterprise statements are received by the agency weekly.
3. Enterprise statement are received by the agency at the accounts payable email box.
4. The agency has 30 days to settle payment for the charges from the date of the email.
5. The travel accountant should review and audit all charges on the statement for accuracy and completeness.
6. Charges on the statement should be cross- reference against travel vouchers submitted by travelers and reference document numbers should be noted on the statement.
7. Any discrepancies and variances should be investigated and resolved.
8. Notable large discrepancies should be addressed with the financial manager.
9. After the audit is completed, a document number should be assigned and noted on the document number log.
10. The statement should be entered in CAPPS for processing and payment.
11. The senior accountant should review the entries for errors to accounting strings.
12. The payment should be sent for approval to the Financial manager.
13. The travel accountant should update the performance log with statement date, payment and document numbers.
14. After payment is sent, the senior accountant should update the document log with payment number from USAS.
15. Payment vouchers are filed accordingly in the Travel accountant's file system.

Disputes with Vendors

1. The Purchaser should compile all relevant information including the following before contacting vendor to report issue.
 - i. the invoice number and amount
 - ii. date the goods/services were received by the agency
 - iii. the document number that was entered in USAS for payment
 - iv. the dates of payment(s) if made
2. The Purchaser should follow-up with email communication until the issue is resolved with the vendor.



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3. The Purchaser should document all communications and communicate outcome of dispute with senior accountant and financial manager.

Citibank Procurement Card Purchases

1. The Citibank procurement card is used by the agency for purchases requiring immediate payment.
2. The Citibank procurement card statement is received by the agency monthly.
3. When the Citibank procurement card statement is received by the agency, it should be routed to the senior accountant for audit and processing of payment.
4. The senior accountant should stamp the statement with date of receipt. The agency has 30 days to settle payment for the charges from the date of receipt*.
5. The senior accountant should review and audit all charges on the statement for accuracy and completeness.
6. Charges on the statement should be cross- reference against POs submitted and invoices received.
7. Any discrepancies and variances should be investigated and resolved.
8. Notable large discrepancies should be addressed with the financial manager.
9. After the audit is completed, a document number should be assigned and noted on the document number log.
10. The statement should be entered in CAPPs for processing and payment.
11. The senior accountant should review the entries for errors to accounting strings.
12. The payment should be sent for approval to the Financial manager.
13. After payment is sent, the senior accountant should update the document log with payment number from USAS.
14. Payment vouchers are filed accordingly in the senior accountant's file system.

Monthly payments PO's and Interagency Transfer Voucher "ITV" Payments

1. Recurring billing purchases require open purchase orders and are created at the beginning of the fiscal year by the senior accountant. The total dollar amount assigned to each purchase order is determined by the financial services manager according to the agency budget.
2. The senior accountant is responsible for maintaining the agency's ongoing service accounts with vendors which (and include but not limited to):
 - i. Wireless provider, Verizon.
 - ii. Texas Department of Information Resources, DIR
 - iii. Mail services



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1. USPS through the Comptroller's office CPA
2. FedEx –
 - iv. Texas State Library and Archives TSLA
 - v. Texas Department of Public Safety DPS
 - vi. State Office of Risk Management SORM
 - vii. Pitney Bowes Reserve Account
 - viii. Xerox – Copy machines
 - ix. Work Quest - document destruction services
 - x. Workers Assistance Program WAP
3. Invoices for monthly and quarterly service accounts should be routed to the senior accountant for audit and payment.
 - i. For ITV payments: the invoice received should be date-stamped by the senior accountant, the invoice and payment information should then be entered in the ITV tab of the excel document log.
4. The senior accountant should audit invoices received for accuracy and completeness. Any discrepancies should be addressed and resolve prior to payment.
5. Payments for services verified should be entered in CAPPs for approval by the Financial manager and submission to USAS.
6. The financial manager should pre-release payments in CAPPs/USAS.
7. The document log should be updated with payment information processed that day.
8. The senior accountant should review the DAFR report the business day following payment to verify payments processed correctly.
9. The document log should be updated to reflect payment numbers from the DAFR report.
10. Payment vouchers are filed accordingly in the senior accountant's file system.

Interagency Transfer Voucher "ITV" Payments

Once the invoice has been received and date-stamped by the senior accountant, the invoice should be entered into the ITV tab of the excel document log.

Revenue Money Mail and Deposits

1. Money mail arrives by USPS and should be routed to the travel accountant.
2. The travel accountant opens mail and endorses all check and money orders; applications with corresponding payments should be arranged and routed to the senior accountant.
3. Mail not pertaining to the financial department is routed to the appropriate staff.



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4. Applications for exams and certifications with corresponding payments should be reviewed and processed by the senior accountant.
5. Funds should be applied to the proper account holder in FARM for the corresponding application.
6. Any discrepancies in the applications should be routed to the corresponding department to address any issues. Funds should be applied to the account holder even if the application has discrepancies.
7. The senior accountant should compile all checks and money orders processed during the day into the day's deposit.
8. The daily report should be printed through FARM's Documents section.
9. Travel accountant verifies deposit for accuracy and completeness.
10. The senior accountant will verify totals of checks and money orders received against the daily report. Any discrepancies should be researched and resolved.
11. The senior accountant will enter the daily revenue totals in the Cash Receipts module of CAPPs.
12. The accounting entries in CAPPs should be reviewed for accuracy and completeness. Any variances should be investigated and resolved.
13. The deposit slip is printed in CAPPs and the deposit approved to be sent to USAS.
14. The deposit slip and accompanying checks and money orders should be routed to the travel accountant to verify totals are correct. Discrepancies should be addressed if they exist.
15. The travel accountant is responsible to transport the deposit to the Treasury.
16. Deposits should be deposited in the Treasury within 72 hours of receipt.
17. The Financial manager should pre-release the deposit in USAS/CAPPs.
18. The senior accountant should review the DAFR report the following business day to verify funds were properly applied to the agency's accounts.
19. Deposit documentation are filed accordingly in the senior accountant's file system.

Online Revenue

1. Online revenue is processed by Texas.gov. Review of the agency's account is accessible at <https://tpe2admin-tx.cdc.nicusa.com/texas/Login.aspx>
2. The senior accountant should review the USAS PPLEXT file and Texas.gov payments excel files to reconcile online deposited funds for accuracy and completeness.
3. Any discrepancies and variances should be investigated and resolved.
4. Unresolved discrepancies should be forwarded to the Financial manager.
5. The senior accountant updates the FYXX USAS FARM NIC.xlsx file on the Shared drive under G:\0x-Books

General Ledger Entries



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1. The senior accountant is responsible for general ledger entries.
2. General Ledgers entries are originated by the financial manager and submitted to the senior accountant for entry in CAPPs and USAS.
3. General ledger entries are sent for approval and release by the financial manager.
4. Any general ledger entries needing the agency's appropriation control officer (ACO) review and release should be entered with a following notification to the ACO for review and release.

Transfer of funds (Fund 0802)

1. The senior accountant should review the balance in Appropriation 13014, Fund 0802 (License Plate's Fire Fighters Trust fund) by the first business day of each month.
2. The balance of the fund should be noted for transfer out.
3. The senior accountant should complete the payment voucher in CAPPs in the amount of fund 0802 balance.
4. The payment voucher should be submitted to the financial manager for approval and release in CAPPs/USAS.
5. The senior accountant should verify and reconcile the payment voucher the following next business day.
6. When the warrant arrives at the agency, the senior accountant should verify the amount and payee is correct. The warrant should be mailed to the Fire Fighters Relief and Scholarship Fund within one business day.

Reconciliations - Daily

1. The senior accountant is responsible for reconciling the agency's accounts.
2. Daily reconciliations of payments and revenue are performed by the senior accountant.
3. The senior accountant should refer to the DAFR and PPLEXT files on USAS to reconcile processed payments and agency revenue received by the state Treasurer both through the online portal and money mail.
4. Any discrepancies on reconciliations should be noted and resolved. The senior accountant should discuss discrepancies and resolutions with the financial manager.
5. If discrepancies need to involve the agency's ACO or Texas.gov, all discussions and resolutions should be documented.



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** The agency has a policy to pay invoices and statements of charges within 30 days of receipt of an accurate invoice/statement. If corrections are needed on an invoice or statement, the agency has a policy to pay invoices/statements within 30 days of receipt of corrected invoice/statement.*

*** Financial manager is the backup for the Travel accountant/Purchaser.
Senior accountant is the backup for the Financial manager.
Travel accountant/Purchaser is the backup for the Senior accountant.*