



As of December 30, 2024

Procurement Process – Reimbursement Procedures

Bidding Requirements –

Purchases of \$0.00 to \$10,000.00 Do not require bids.

Purchases of \$10,000.01 to \$50,000.00 Require a minimum of three competitive bids, but do not have to be advertised.

Equipment –

Purchase price of \$5,000.00 or more requires a Form UCC-1 filed with the secretary of state within 30 days of purchase and prior to reimbursement. District Planner will file this form. UCC-1 will be for a period of 6 years; security interest will decrease in value by 20% a year after the first year.

The District must be included as a lienholder on titles for trucks and trailers that are purchased for more than \$5,000.00 for a period of 6 years; security interest will decrease in value by 20% a year after the first year.

Wages –

Fringe rate is 59.07% through July 2026 at which time it may be amended. Monthly employee time records for each employee, or timesheets used by your organization may be submitted if they supply the same information.

Professional Services –

Copy of paid invoice or contract must be submitted with reimbursement request.

Travel –

Mileage rate is \$0.655 through July 2026 at which time it may be amended. Mileage logs must be submitted with reimbursement request.

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- All requests require copies of cancelled checks (front and back) or proof of electronic transaction, showing movement through a financial institution.
 - No reimbursement will be made on purchases that aren't in approved budgets.