0620.09 Submissions of Special Items to the Finance and Claims Committee

Issued: January 13, 2014
Revised:

PURPOSE

To communicate the procedures for submitting special items to the Finance and Claims Committee (F&C) of the State Administrative Board.

APPLICATION

Executive Branch Departments and Sub-units (Agency)

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Administrative Board (Ad Board)

Telephone: 517-388-5850 Ad Board Secretary

Email: dtmb-stateadboard@michigan.gov

SUMMARY

The Ad Board Secretary reviews all special items submitted to the F&C for Ad Board approval and places them in Section XI – Special Items on the F&C Agenda.

Examples of special items are as follows:

- Release of capital outlay allocation pursuant to MCL 18.1246(2).
- Adoption of the Department of Corrections' State Administrative Board Prisoner Property Reimbursement procedures under authority of MCL 17.2.
- Disposition of lost, unclaimed or abandoned personal property pursuant to MCL 434.156.
- Release of liens related to State Emergency Relief (SER) for mortgage payments, land contract payments, property taxes and home repair. (The SER law has been repealed, but the Ad Board continues to release liens authorized under the old SER law when the debts incurred under the repealed law have been paid).
- Creation or increase in petty cash funds for departments pursuant to MCL 18.1421(1)(f).
- Annual Ad Board calendar of standing committee and Ad Board meetings and F&C submission deadlines pursuant to the April 5, 1977 Ad Board Resolution.
- Approval of Administrative Guide Procedures for the Ad Board pursuant to MCL 17.2.

- Approval of contracts for intellectual property and licensing of their use pursuant to MCL 17.401 and 17.402.
- Approval of annual contract templates for the Michigan Education Trust pursuant to MCL 390.1426(2).
- Approval of Bond Financing resolutions pursuant to MCL 17.451, MCL 324.4504(1), MCL 324.19703, MCL 324.71503, MCL 388.921, and MCL 388.981.
- Approval of Ad Board procedural resolutions under authority of MCL 17.2.
- Approval of applications for fiscal stabilization bonds from cities or counties pursuant to MCL 141.1002.
- Approval of designation of renaissance zone creation, amendment, or revocation pursuant to MCL 17.2a.
- Approval of Records Retention and Disposal Schedules pursuant to MCL 18.1287(3)(c).
- Approval of agreements between the Michigan Secretary of State and the United States government regarding identification cards pursuant to MCL 28.291(9) and MCL 257.307(15).
- Monthly reports of claims paid under a department director's delegated authority to resolve employee claims under $500 per MCL 600.6420.
- Reports of Emergency Purchases pursuant to Administrative Guide Michigan Procurement Policy Manual (MPPM) Chapter 5, section 5.7.

APPLICABLE FORMS

None.

REFERENCES

Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules

PROCEDURES

Requesting Agency

- Prepares the special item for submission by scanning it into PDF format.
- Prepares the Agenda Writeup in Microsoft Word format. Example:

  DEPARTMENT OF _____

  Requests approval of _____.
- Emails the following to the Ad Board Secretary:
  - Memo from the Agency explaining the submission and requesting approval of the submission
  - PDF file of the special item and any backup documents.

    - Agenda Writeup in Microsoft Word format.
- Sends the Ad Board Secretary original documents needing the signature of the Ad Board Secretary.
- For write-offs of state receivables, see the State of Michigan Financial Management Guide, Part V, Chapter 2, Section 100 for 1099 Reporting.
- For release of capital outlay funds, see Administrative Guide Procedure 0110.04 Allocation of Project Funding.

Ad Board Secretary

- Reviews the special items submissions and backup document(s) and adds items to F&C Agenda.
- Handles necessary correspondence or other communication relative to items presented.
- Prepares, distributes and posts agendas and reports for the F&C.
- Forwards committee recommendations to the Ad Board for action.
- Notifies all parties of the Ad Board decisions.

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