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Central Office

Landon State Office Building
900 S.W. Jackson St., 4th Floor
Topeka, KS 66612-1284
(785) 296-4508
Fax: (785) 296-0014
Email: libbysn@doc.ks.gov
www.doc.ks.gov

DATE: February 18, 2013
TO: IMPP Manual Users
FROM: Libby Snider, Staff Attorney/Policy Analyst
RE: Summary of Changes to IMPPs – Distribution #584

In accordance with IMPP 01-101, any attached IMPPs summarized below have had their revision/introduction advanced through appropriate procedures set forth within the context of that IMPP. Additionally, policy memoranda are sometimes issued on a very limited basis, and, if included in this distribution, are similarly summarized below. The following are summaries of the revisions to policy and/or procedures resulting from these processes, and have been reviewed in an attempt to ensure consistency with statutes, regulations, and the current needs and philosophy of the Department.

Per IMPP 01-101, new and revised policies shall be distributed, prior to their implementation, to designated staff, contract personnel, volunteers, and when appropriate to inmates/offenders and designated agencies. The yellow highlighted IMPPs listed in this document are considered “STAFF READ ONLY” and shall not be included in the distributions to agencies or organizations not authorized such access.

- 01-108 ADMINISTRATION: Employee Travel**
Existing procedures are reorganized to assist the reader in locating specific information regarding travel authorizations, expense reports, transportation, lodging, and subsistence. Provisions regarding the vehicle rental process are removed, as they are available on the intranet. The process for submitting expense reports is standardized, and the information required on a travel authorization is specified. Attachment C is added for use in completing travel expense reports.
- 04-101 FISCAL: Budget Preparation, Presentation, Implementation, Revision, and Execution**
Policy is revised to reflect current business practices and the use of SMART for entering expenditures and obligations. Minor changes are included to reflect more consistency and uniformity throughout the policy.
- 04-102 FISCAL: Use of Voucher Funds for Case Management**
Policy is revised to reflect current practices and eliminate paperwork and tracking at the parole office level. Management of the program is centralized, allowing Fiscal to generate reports needed for completing accounts receivable reports for annual submission to the Department of Administration. The budget for voucher funds is centralized, while still allowing parole offices to track expenditures locally. Quarterly reports from Fiscal will permit Re-entry to analyze the types of services being paid for with voucher funds. Reference is made to IMPP 14-107 for determining indigent status. Repayment plans are to be submitted to the Accountant III in Fiscal, and money orders will be remitted to the Accountant III for deposit. The revisions also clarify that all payments shall be made to vendors, not offenders, and all security deposits shall be returned to the agency. The prohibition of purchasing Greyhound bus tickets with voucher funds is removed.
- 04-114 FISCAL: Inventory**
Procedural provisions are moved from the policy statement to the appropriate procedural sections; definitions are revised to reflect current practice and Department of Administration requirements; and policy is revised to clarify who is responsible for reporting stolen property.

NOTE: Yellow highlighting indicates that the particular IMPP is “Staff Read Only.”