

2023

SECTION D FISCAL MANAGEMENT



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BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-100 – DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

Authority	President/District Director
Effective Date	August 26, 2020
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The Vice President of Finance and College Operations/CFO is delegated authority from the President/District Director to supervise budget preparation and management; oversee fiscal management of the College; issue and retire debt and maintain compliance with debt covenants; and contract for, purchase, sell, lease, or license real and personal property, in accordance with District Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Finance and College Operations/CFO. This delegated authority is subject to the condition that certain of these transactions be submitted to the President/District Director for review and approval from time to time as determined by the President/District Director.

When transactions do not exceed the dollar limits established pertaining to the taking of competitive bids, the Vice President of Finance and College Operations/CFO may contract for goods, services, equipment, and rental of facilities so long as the transactions comply with the law and any limitations or requirements set forth therein. Furthermore, the Vice President of Finance and College Operations/CFO may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of the contract do not exceed the limitations set forth in applicable law or regulation.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
POLICY**

D-150 – DESIGNATION OF AUTHORIZED SIGNATURE

Authority	President/District Director
Effective Date	December 1, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	A-240 – Delegation of Authority to the President/District Director C-370 – Employee Code of Ethics D-100 – Delegation of Authority, Business and Fiscal Affairs D-554 – Procurement D-560 – Lease and Rental of Facilities
In Compliance With	Wisconsin Statute 38.12

This Policy provides guidelines for the appropriate delegation of signature and approval authority for all contracts entered by the College. The proper authority for execution of binding contracts, grants, and memoranda of understanding with external entities is mandatory to minimize financial, legal, operational, and compliance-related risks for the benefit of the College.

The signature authority policy identifies minimum review and approval processes but does not relieve any academic or administrative department from ensuring that any unusual or unique agreements are properly reviewed and authorized by appropriate levels of college administration.

This Policy applies to all college employees whether full-time or part-time. Independent contractors and consultants do not have the authority to bind the College. An employee who signs a contractual or grant commitment that he or she is not authorized to sign can be held personally liable for the commitment.

POLICY OVERVIEW

Given the extensive variety of contracts required during normal college business, the determination of appropriate signature authority and related requirements can be complex. All college employees should be aware that the authority to execute contracts depends on the nature and complexity of the agreement, appropriate consultation with other offices that might be affected by the agreement, and appropriate signature authority.

The broad categories of contracts below are governed by this Policy, and are summarized below:

- Agreements and Contracts
- Procurement
- Grants
- Memoranda of Understanding

D-150 – DESIGNATION OF AUTHORIZED SIGNATURE

- Articulation Agreements
- Marketing and Sponsorship Agreements
- Lease or Rental agreements

This Policy is supplemented by those procedures and accompanying forms specific to the nature of the activity, e.g., purchase agreements are subject to the policies and procedures of the College Business Office.

DELEGATION OF AUTHORITY

The District Board has delegated transaction authority to the President/District Director to approve any transaction that does not specifically require District Board action.

The President/District Director has delegated authority to the Vice President of Finance and College Operations/CFO to contract for goods, services, equipment, and rental of facilities so long as the transactions comply with the law and relevant college policies. The President/District Director has the authority to designate in writing other college employees to sign on behalf of the College. Copies of the signed authorization are kept in the Business Office.

All individuals with signature authority must complete an adequate review of proposed transactions before committing to the College. Additionally, these individuals are responsible for determining whether:

- The transaction complies with all applicable laws, college policies, and procedures, as well as sponsor, donor, or any other restrictions.
- The resources (funding, personnel, facilities, and space) required to fulfill the contractual or grant commitment have been budgeted and are available. If resources are not available, the individual responsible for generating the contract must ensure through the appropriate level (President/District Director or Supervising Executive) that resources will be made available.
- An assessment has been made of the likely impact of the transaction on other offices or individuals at the College, and appropriate consultation has taken place with constituencies that might be involved in the transaction or contract.
- Any real or apparent conflict of interest exists on the part of the individual or organization involved in a transaction, as provided by college policies. Where such a conflict exists, the individual must declare and resolve the issue before a transaction or contract can be executed.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
PROCEDURE**

D-150.1 – AUTHORIZED SIGNER OF CONTRACTS

Authority	President/District Director
Effective Date	March 4, 2020
Revision Date(s)	December 1, 2021
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-150 – Designation of Authorized Signatures D-280 – Budget Management and Transfers D-554.1 – Procurement
In Compliance With	

Contracts, Memorandum of Understanding (MOU), and any signed agreement with an external party that includes insurance or indemnification language:

- All contracts with insurance or indemnification requirements must be reviewed by the Vice President of Finance and College Operations/CFO and signed by the President/District Director or Vice President of Finance and College Operations/CFO.

PURCHASE OF GOODS OR SERVICES (NON-PERSONNEL)

Procurement signature authority is as follows:

- Only the President/District Director or Vice President of Finance and College Operations/CFO are authorized, as agents of the college, to sign contracts that exceed \$10,000 or exceed one (1) year.
- Supervising Executives may sign contracts that are below \$10,000 and less than one (1) year in length, provided the contract does not contain insurance or indemnification requirements.

PERSONNEL CONTRACTS

Annual employment contract:

- The President/District Director is the only employee authorized to sign annual employment contracts.

OTHER EMPLOYMENT CONTRACTS

- Adjunct contracts may be approved by the Budget Responsible Manager (BRM) who is also responsible for ensuring the contract terms are In Compliance With the College’s compensation system and remaining budget resources are sufficient to fund the contract.
- Overload and special assignment contracts may be initiated by the BRM and require the signature approval of Supervising Executive. The supervising executive is responsible for ensuring the contract terms are In Compliance With the College’s compensation system and remaining budget resources are sufficient to fund the contract.

D-150.1 – AUTHORIZED SIGNER OF CONTRACTS

EXCLUSIONS

- Specifically excluded from this standard operating procedure is workforce development training contracts with employers provided no indemnification language is contained within such agreement.

DEFINITIONS

BRM – Budget Responsible Manager is the person responsible for the proper allocation and expenditure of budgeted funds within their division or department.

Indemnification – A contractual obligation of one party (indemnifier) to compensate the loss incurred to the other party (indemnity holder) due to the acts of the Indemnitor or any other party. While the events giving rise to an indemnity may be specified by contract, the actions that must be taken to compensate the injured party are largely unpredictable, and the maximum compensation is often expressly limited.

MOU – Memorandum of Understanding.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-200 – ANNUAL BUDGET

Authority	District Board
Effective Date	August 18, 1976
Revision Date(s)	March 17, 2021; December 20, 2017; April 15, 2009; January 17, 2007
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-630 – Fund Balance of General and Special Revenue Funds
In Compliance With	Wisconsin Statutes 38.12 (5m) Wisconsin Administrative Code TCS 7.05 Wisconsin Technical College System Financial and Administrative Manual Wisconsin Technical College System Uniform Fund Accounting System

Each year, the President/District Director or designee shall present a budget to the District Board. The schedule for the presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for District Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the College’s master and educational plans.
- Assumptions upon which the budget is based are presented to the District Board for review.
- A schedule is provided to the District Board by November of each year that includes dates for the presentation of the tentative budget, public hearing, and approval of the final budget. At the public hearing, interested persons may appear and address the District Board regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the District Board in a timely manner.
- Budget projections address long-term goals and commitments.

The budget will guide the expenditure of funds by fiscal year – July 1st to June 30th. Budgeted expenditures will be organized on a fund/function basis in accordance with the Wisconsin Technical College System (WTCS) Uniform Financial Fund Accounting System (UFFAS).

The budget shall be communicated in writing, through a published document, and presented to area residents through one or more open, public hearing(s) at a day and time determined by the District Board. Any changes to the budget resulting from the public hearing shall be made prior to adoption. The budget document will comply with all state statutes, administrative rules/regulations, and the WTCS Financial and Administrative Manual (FAM).



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-280 – BUDGET MANAGEMENT AND TRANSFERS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	April 19, 2000
Revision Date(s)	March 17, 2021; November 20, 2019; December 20, 2017; April 15, 2009; January 17, 2007; December 15, 2004
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-630 – Fund Balance of General and Special Revenue Funds
In Compliance With	Wisconsin Statutes 38.12 (5m) Wisconsin Administrative Code TCS 7.05 Wisconsin Technical College System Financial and Administrative Manual

The District Board annually adopts a college budget that serves as a controlled spending plan that regulates expenditures and purchases for each organizational unit.

The budget shall be managed in accordance with Wisc. Stats. 65.90(5), 38.12(5m), and Wisc. Administrative Code TCS 7.05. Budget revisions shall be made only in accordance with these policies and as provided by law.

The College’s unrestricted general reserves shall be maintained in accordance with **Policy D-630 – Fund Balance of General and Special Revenue Funds**.

Revenues accruing to the College in excess of the amounts budgeted shall be added to the College’s reserve. They are available for appropriation only upon a resolution of the District Board that sets forth the need according to major budget classifications in accordance with applicable law.

Budget managers shall control and limit spending to the approved budgeted amounts for their organizational unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed the approved budget classification amount.

However, occasionally actual costs may exceed budgeted costs or new priorities will necessitate costs not included in the original budget. It shall be the policy of the District Board that appropriate amounts may be transferred from another budget category to cover these expenditures. Budget transfers shall only be authorized for compelling and essential reasons.

The District Board has the sole authority for transfers between Funds or Functions and transfers to and from fund balances. The District Board shall review all requests for the aforementioned transfers on a minimum of a quarterly basis. The District Board authorizes the President/District

D-280 – BUDGET MANAGEMENT AND TRANSFERS

Director or designee to approve budget transfers within any fund or function, all transfers related to full-time salaries and fringe benefits, and transfers between payroll and non-payroll accounts.

Budget transfers for externally funded grants will not be approved until it is determined that the transfer complies with the guidelines of the funding agency and does not alter the intent of the project. In certain situations, written approval will be obtained from the funding agency and a copy should be attached to the transfer request. The District Board authorizes the President/District Director or designee to accept new or increased external grant funding which supports college-related activities with the District Board acceptance of the external funding in the next budget modification.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
PROCEDURE**

D-280.1 – BUDGET TRANSFERS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	April 19, 2000
Revision Date(s)	December 16, 2020; October 30, 2019; November 28, 2017; May 4, 2009; January 29, 2007; January 24, 2005
Reviewed Date(s)	
Related Forms	D-280.1F – Budget Transfer Form
Related Policies and/or Procedures	D-280 – Budget Management and Transfers
In Compliance With	

Budget transfer authority is defined as follows:

DESCRIPTION OF BUDGET TRANSFER	APPROVING AUTHORITY
Transfers between Fund Types and Functions and transfers to and from fund balances.	District Board
Transfers between salary/benefit accounts and non-salary/benefit accounts within the same fund and function.	President/District Director
Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function in excess of \$5,000.	President/District Director or Designee
Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function between \$2,000 and \$5,000.	Supervising Executive
Transfers from any wage classification to another wage classification or any current expense classification to another current expense classification within the same fund and function under \$2,000.	Budget Manager

Budget transfers for externally funded grants shall be forwarded to the Budget and Grants Accountant to determine if the transfer is allowable. The Budget and Grants Accountant will

D-280.1 – BUDGET TRANSFERS

approve all budget transfer requests for funded projects thereby acknowledging that the transfer meets funding agency guidelines.

Budget managers shall control and limit spending to the approved budgeted amounts for their unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Budget managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed approved budget classification amounts.

- All Budget transfer requests shall be submitted electronically using Banner Journal Voucher procedures, except those transfers requiring Board approval and those transferring funds between salary/benefit accounts and non-salary/benefit accounts.
- Budget transfer requests requiring District Board approval or transfer between salary/benefit accounts and non-salary/benefit accounts shall be submitted on the 280.1F – Budget Transfer Form. This form must fully describe the compelling and essential reason(s) for the transfer.
- The Business Office will review all budget transfers for compliance with the above policies and be responsible for entering all budget transfers into the financial accounting system.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-300 – FISCAL MANAGEMENT

Authority	District Board
Effective Date	May 19, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-200 – Annual Budget D-280 – Budget Management and Transfers
In Compliance With	2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq. Wisconsin Statutes 38.04(11) (bm) Wisconsin Administrative Code TCS 7

The President/District Director shall establish procedures to assure that the College's fiscal management is in accordance with Wisconsin Administrative Code TCS 7, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the District Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The President/District Director shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any Federal funds received by the College.

The books and records of the District shall be maintained pursuant to Wisconsin Technical College System Financial Accounting Manual.

The President/District Director will present a report showing the financial and budgetary conditions of the College to the District Board no less than quarterly.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

PROCEDURE

D-300.1 – FISCAL MANAGEMENT

Authority	Vice President of Finance and College Operations/CFO
Effective Date	February 3, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-200 – Annual Budget D-280 – Budget Management and Transfers D-300 – Fiscal Management
In Compliance With	2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq. Wisconsin Statutes 38.04(11) (bm) Wisconsin Administrative Code TCS 7

The College is committed to principles of sound fiscal management and will provide responsible stewardship of available resources. The College adheres to commonly accepted auditing standards as criteria for its fiscal management procedures. The President/District Director delegates the authority to the Vice President of Finance and College Operations/CFO to oversee the College’s fiscal management and manage the College purchasing processes.

The Vice President of Administrative Services shall:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing college assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that the appropriate administrator keeps the District Board current on the fiscal condition of the College as an integral part of policy and decision-making.
- Provide for the development and communication of fiscal policies, objectives, and constraints to the District Board, staff, and students.
- Provide an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Provide appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short-term and long-term goals and objectives, and broad-based input coordinated with college educational planning.

D-300.1 – FISCAL MANAGEMENT

- Follow procedures for determining grant allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-310 – TAX INCREMENTAL FINANCE DISTRICTS

Authority	District Board
Effective Date	November 16, 1983
Revision Date(s)	May 19, 2021; January 17, 2018; January 17, 2007; December 15, 2004; July 10, 2000
Reviewed Date(s)	March 18, 2009
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 66.1105

When a Tax Increment Finance (TIF) district is being considered on property within the Blackhawk Technical College District (College) or an amendment to a project development plan is being proposed, the President/District Director or designee shall represent the College on the Joint Review Board in conformance with Wisconsin Statute 66.1105. As a member of the Joint Review Board, the College representative must consider the criteria established by law when voting on whether to approve or deny a TIF District proposal.

The District Board will receive an annual report on TIF District performance.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-370 – TUITION/FEE PAYMENT

Authority	District Board
Effective Date	December 17, 1980
Revision Date(s)	March 24, 2021; November 28, 2017; May 2, 2017; April 15, 2009; January 17, 2007; December 15, 2004; July 10, 2000
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	J-140 – Approved Tuition Assistance for Service Members J-222 – Tuition and Fee Refunds J-320 – Withholding of Student Records J-650 – Student Financial Obligation
In Compliance With	WI Statute 38.24 WI Admin Code 10 Wisconsin Technical College System Financial Accounting Manual

The College will charge students tuition and fees as required by the Wisconsin Technical College System (WTCS). The College may assess other charges deemed appropriate by the District Board. Students are expected to pay tuition/fees/charges in full at the start of each term or during registration thereafter. Students unable to pay tuition/fees/charges in full at the time of registration may enter into a payment agreement with the College.

Students requesting a payment agreement should complete a payment agreement form. Students will be required to enter into the agreement acknowledging their intent to pay tuition/fees/charges over time.

A non-refundable processing and handling fee may be assessed each time a student enters into a payment agreement.

Students failing to pay installments on time according to the payment agreement are subject to the withholding of records in accordance with **Policy J-320 – Withholding of Student Records** until all tuition/fees/charges are paid in full. Once full restitution is made, no permanent record of the payment default will be kept. Students with unpaid fees balance of \$200 or more will not be allowed to re-enroll at the College until the account is paid.

The College will make reasonable efforts to contact the student to collect unpaid fees. Failure to collect unpaid fees may result in escalating collection efforts, i.e., collection agencies and other legal proceedings in accordance with **Policy J-650 – Student Financial Obligation**.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-396 – COMMISSION INCOME

Authority	Vice President of Finance and College Operations/CFO
Effective Date	February 15, 1984
Revision Date(s)	March 3, 2021; November 28, 2017; January 17, 2007; December 15, 2004; July 10, 2000
Reviewed Date(s)	March 18, 2009
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District may receive commissions on contracted services operated within the facilities of the District and/or delivered by a private vendor through an agreement with the District. Funds generated from such commissions shall be deposited in the District's designated depository.

Commission income received from the food service contractor shall be recorded in the Food Service enterprise fund. Funds placed in the Food Service enterprise fund will be held in reserve and used to pay for the repair and/or replacement of food service kitchen equipment. The contracted Food Service Manager or lead Culinary Arts Instructor may submit requests for expenditures from the Food Service enterprise fund to the President/District Director or designee for review and approval.

Commission income received from the bookstore contractor shall be recorded in the General Fund as institutional revenue. Annually, \$10,000 of the bookstore commission revenue shall be budgeted in support of discretionary expenditures that meet the following:

- The contribution the expenditure will have toward the educational process and environment would be difficult or impossible to accomplish with the District's fiscal and tax constraints.
- The contribution the expenditure will have in benefiting students/staff.

Any unused funds at year-end shall lapse into the fund balance.

All purchases shall be governed by District Board procurement policies.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-398 – CONTRACTED SERVICE FOR INSTRUCTION, TECHNICAL ASSISTANCE, FISCAL, AND MANAGEMENT SERVICES

Authority	Vice President for Academic Affairs/CAO
Effective Date	September 16, 1981
Revision Date(s)	February 21, 2018; December 15, 2004; July 8, 2002; October 25, 2000; January 25, 1993
Reviewed Date(s)	June 21, 2021; March 18, 2009; December 20, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.14 Wisconsin Administrative Code WTCS 8.04 Wisconsin Technical College System Board Policy #409

Contracting for services in addition to educational and general district objectives shall be conducted as follows:

- All contracts are subject to approval by the District Board at regularly scheduled meetings.
- Such contracts shall be written In Compliance With the provisions of the Wisconsin Statutes and District contract procedures.
- Contracts may be written for less than full cost at the discretion of the District Board and in accordance with District policies and procedures.
- Reports will be provided to the District Board, at least quarterly, for contracts entered into in the previous quarter for which less than full cost is being charged (full cost being determined by the methodology specified by the Wisconsin Technical College System District Board (WTCSB)). The reports shall identify the estimated cost of each contract, the amount charged, and the rationale for charging less than the full cost.
- Contract information shall be submitted to the WTCSB on an annual basis or as required.
- District staff will provide the District Board with a summary of the annual report generated by the WTCSB comparing costs to contract revenues.
- Any proposed contract shall meet the following guidelines:
 - The proposed contract shall not diminish program and service opportunities for students of the District.
 - Revenue from any contract shall be deposited in the District treasury and applied to District operations.
 - Personnel providing services under such contracts as part of their work assignment shall be governed by District policies and shall receive no additional compensation.
 - The contract format and reporting standards shall be In Compliance With WTCSB requirements.
 - All contracts shall be subject to an internal review process prior to their execution to ensure consistent application of District policies. This process shall include review by a designated administrative unit by assigned personnel.

D-398 – CONTRACTED SERVICE FOR INSTRUCTION, TECHNICAL ASSISTANCE, FISCAL, AND MANAGEMENT SERVICES

- The contract form shall contain a nondiscrimination statement certifying that the service recipient does not discriminate in employment practices or against training participants.
- The contract form shall contain the College's standard terms and agreement statement.
- There is a direct and measurable benefit to the District upon entering this contract.
- Any contract relating to international efforts shall be submitted to the District Board for approval prior to execution and will be reviewed using the additional following guidelines.
 - The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District.
 - Determines the need with appropriate state and federal agencies regarding the feasibility and national interest related to developing an international education commitment.
 - Subcontracting with a foreign government will be regarded to be the same as a direct contract in circumstances where a program is initiated for the purposes of serving a foreign government and the ultimate source of funding is a foreign government.
 - The contract will be subject to annual audit procedures verifying no state or tax funds are spent in the execution of the contract.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT PROCEDURE

D-398.1 – CONTRACTED SERVICE FOR INSTRUCTION, TECHNICAL ASSISTANCE, FISCAL, AND MANAGEMENT SERVICES

Authority	Vice President for Academic Affairs/CAO
Effective Date	June 25, 1984
Revision Date(s)	January 24, 2018; May 4, 2009; January 29, 2007; December 15, 2004; July 8, 2002; January 25, 1993; September 18, 1991; June 15, 1985
Reviewed Date(s)	June 21, 2021
Related Forms	
Related Policies and/or Procedures	D-398 – Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services
In Compliance With	Wisconsin Statutes 38.14 Wisconsin Administrative Code TCS 8 Wisconsin Technical College System Board Policy #321, #408, #409 Wisconsin Technical College System Financial and Administrative Manual, Section 7

Contracts between the College and a requesting entity are entered into when:

- Services are requested by and exclusively for a service recipient.
- The general public is to be excluded from these services.
- The services, course, or section is developed or modified specifically for the service recipient.

Contracted services shall be delivered In Compliance With Wisconsin Administrative Code TCS 8 and Section 7 of the Financial Accounting Manual. The following shall apply:

- The District Board shall approve all contracts for services. The Director of Workforce Development is designated as the District Contract Officer for workforce development contracts. However, the District Board delegates authority to develop contracts to Workforce and Community Development Management and such other district staff as may be appropriate. Such delegation is with the proviso that the contract is subject to retroactive approval by the District Board at the next regularly scheduled District Board meeting.
- Contracts approved by the District Board shall be reported to the Wisconsin Technical College System Board (WTCSB) on a year-end basis or in accordance with required WTCSB reporting procedures and reporting dates.
- Employees performing under such contracts:
 - Shall not receive additional salary, benefits, or reimbursement expenses for services performed pursuant to a contract where the employee is concurrently being compensated by the District.
 - Shall remain under the supervision of the District Board and its designees and accordingly shall be subject to WTCSB policies, procedures, statutes, and administrative rules including certification requirements.

D-398.1 – CONTRACTED SERVICE FOR INSTRUCTION, TECHNICAL ASSISTANCE, FISCAL, AND MANAGEMENT SERVICES

- When contracts are entered into with a Wisconsin business or agency outside of the College District, written notification of the existence of the contract shall be sent to the President/District Director.
- Any company in violation of the terms of a contract shall be obliged for all costs incurred in good faith by the District in anticipation of delivering services.
- The District reserves the right to cancel a contract at any time if it is deemed by the President/District Director or designee to be in the best interests of the District to do so.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-440 – AUDITS

Authority	President/District Director
Effective Date	August 18, 1976
Revision Date(s)	September 1, 2021; July 13, 2009; April 20, 2005; October 25, 2000
Reviewed Date(s)	February 21, 2018; March 21, 2007
Related Forms	
Related Policies and/or Procedures	D-440.1 – Audits
In Compliance With	Wisconsin Statutes 38.04 (11) Wisconsin Administrative Code – TCS 7.08 – April 1999 34 Code of Federal Regulations Part 668.23

The financial records of the District shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the District Board upon recommendation of the President/District Director.

The audit, when completed, shall be presented to the District Board for examination and approval.

The President/District Director, or designate, shall file copies of the audit with the proper authorities as prescribed by law.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

PROCEDURE

D-440.1 – AUDITS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 1, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.04 (11) Wisconsin Administrative Code – TCS 7.08 – April 1999 34 Code of Federal Regulations Part 668.23

The District Board shall award the contract for audit services to a firm or individual who shall be a licensed certified public accountant. An auditing firm's contract shall be for no longer than five years. The audit shall include all funds under the control or jurisdiction of the College. The audit shall identify all expenditures by a source of funds and shall contain:

- A statement that the audit was conducted pursuant to appropriate standards and procedures, and a summary of audit exceptions and management recommendations.

Audit reports must be presented to the District Board no later than six (6) months after the fiscal year-end date.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-540 – EXPENSE REIMBURSEMENT

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 16, 1981
Revision Date(s)	December 1, 2021; March 21, 2018; April 17, 2014; August 16, 2012; August 17, 2011; July 13, 2009; April 18, 2007; April 20, 2005; July 10, 2000; April 21, 1993; August 21, 1991; December 21, 1988; January 20, 1988; August 13, 1985; May 19, 1982
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-540.1 – Expense Reimbursement
In Compliance With	Wisconsin Administrative Regulation TCS 6.04

District Board members and employees of the College shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized college business and the performance of job-related responsibilities. Expenses related to the travel of spouses and family members who accompany District Board members and employees will not be reimbursed.

International travel is appropriate when such travel is directly related to the planning, delivery, and management of instruction and other education-related services provided by the College to a foreign government or business and industry locations outside the US. International travel must be approved by the District Board in advance of the travel taking place. All expenses, including transportation, lodging, meals, and other expenses must comply with college policies for out-of-state travel.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
PROCEDURE**

D-540.1 – EXPENSE REIMBURSEMENT

Authority	Vice President of Finance and College Operations/CFO
Effective Date	March 15, 1989
Revision Date(s)	December 1, 2021; November 20, 2019; September 25, 2018; February 6, 2018; September 5, 2017; February 12, 2014; November 6, 2013; August 16, 2012; September 1, 2011; July 27, 2009; November 17, 2008; May 7, 2007; November 28, 2005; October 29, 2003; August 11, 1998; July 1, 1995; April 21, 1993; August 21, 1991
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-540 – Expense Reimbursement
In Compliance With	

District Board members and employees of the College shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized college business and the performance of job-related responsibilities. These procedures must be followed if travel expenses are to be reimbursed.

When conference attendance is not required to perform an employee’s job-related duties, the employee may still wish to attend the conference without reimbursement of travel costs. In such instances, the employee may request college sponsorship of the conference registration fee. Factors considered when evaluating a conference fee sponsorship request include, but are not limited to, a) applicability of the conference to the employee’s work responsibilities, b) whether another employee is attending the same conference and can bring back information, and c) whether budget resources are available to support the conference registration fee. If approved, the conference registration fee is the only expense to be reimbursed by the College. The College sponsorship of the conference registration fee must be documented in a properly executed travel request as outlined below.

TRAVEL AUTHORIZATION

Daily travel requires prior verbal approval by the individual's supervisor. Travel outside the District for instructional or recruitment purposes (such as a practicum clinical site, a workforce development contract delivery site, or a high school) is considered “in-district” for mileage purposes. Meal reimbursement for travel in-district requires a prior travel request and approval by the President/District Director or supervising Executive.

- All travel requiring an overnight stay requires prior written authorization.
 - Overnight travel, which has an estimated cost of under \$500, requires the approval of the individual’s Dean/Department Manager.
 - Overnight travel, which has an estimated cost of \$501 – \$1,000, requires the approval of the individual’s Dean/Department Manager and the appropriate

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- supervising Executive.
- Overnight travel, which has an estimated cost of more than \$1,000, requires the approval of the individual's Dean/Department Manager, the appropriate supervising Executive, and the President/District Director or a designated Executive in the absence of the President/District Director.
- Out-of-state overnight travel requires the approval of the individual's Dean/Department Manager, the appropriate supervising Executive, and the President/District Director or a designated Executive in the absence of the President/District Director.
- For federal project staff, travel must comply with the regulations of the funding agency and may require prior approval from that agency. All federal project staff must also comply with College travel and reimbursement procedures.
- Travel to a foreign country must be approved by the District Board prior to the travel taking place.
 - Employees traveling out of the country for sanctioned business purposes, i.e., WTCS-sponsored meetings, conferences, etc., will be reimbursed for all expenses In Compliance With college travel and reimbursement procedures.
 - Employees participating in international exchange opportunities are eligible to be reimbursed for airfare In Compliance With college travel and reimbursement procedures.
 - International travel costs will not be incurred by the College for travel associated with contracted training.
- Submission and approval of travel authorization.
 - The staff member requesting overnight travel prepares a travel request via SAP Concur Software, which is available to all employees via the myBTC Portal. The request must fully explain the destination (i.e., city), departure and return dates and times, the purpose of the travel, estimated expense information, and mode of transportation. Supplemental documentation (i.e., meeting announcement, agenda) should be attached if available. This form should be prepared at least two (2) weeks in advance of the departure date to provide sufficient time for approval of the request.
 - The travel request will be electronically routed to the individual's immediate supervisor when submitted. If approved, the request will be routed through the administrative structure up to the appropriate approving authority as outlined in Travel Authorization above. Travel requests for activities in a foreign country require the approval of the District Board.
 - Travel is approved when the individual receives an email acknowledging approval by the appropriate approving authority as outlined in Travel Authorization above.

ALLOWABLE EXPENSES

Transportation

All travel shall be planned with the principles of fiscal austerity and energy conservation in mind. Whenever possible, persons traveling to the same destination shall coordinate transportation arrangements.

- Privately Owned Vehicles.
 - Individuals who utilize a privately owned vehicle on official college business will

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be reimbursed at the rate established by the Internal Revenue Service for authorized travel.

- As a potential driver of a personal vehicle on college business, an employee must certify on each travel reimbursement claim they possess a valid driver's license and personal automobile liability insurance.
- Mileage will be reimbursed based on the calculated mileage in the Mileage Calculator in SAP Concur.
- Reimbursable mileage includes:
 - The actual miles traveled to/from the authorized travel destination, less normal commuting miles. If travel to the authorized travel destination occurs after commuting to the normal place of work, then there will be no commuting mileage deduction.
 - A normal place of work is considered the College facility where the employee would normally perform their work. For those employees who work at multiple College facilities regularly, a normal schedule should be submitted to the Business Office to be kept on file (i.e., Monday, Wednesday, Friday – Central Campus; Tuesday, Thursday – Monroe Campus).
- All traffic citations, parking tickets, and other violations will be the responsibility of the individual.
- Air, Bus, Or Train Transportation
 - Arrangements for air, bus, or train transportation shall be made utilizing the most economical and efficient conveyance.
 - All reimbursement is limited to coach rates. Whenever possible, arrangements should be made in sufficient time to take advantage of available discount rates.
 - Requests for reimbursement must be supported by an itemized receipt.

When a privately owned vehicle is used for personal convenience or preference in lieu of air, bus, or train transportation, reimbursement will be limited to the lesser of the lowest class fare available or the mileage reimbursement. Documentation of air, bus, or train transportation cost must be attached to the travel request when submitting the form for original approval. The timeframe for completing the travel request is outlined in the Travel Authorization / Submission and Approval of Travel Authorization section of this Procedure. Reimbursement for meals and lodging will not be approved for the additional time required to travel by privately owned vehicle if air, bus, or train transportation was the lowest cost mode of travel. Exceptions can be made if authorized by the College President/District Director or delegated Executive.

- Taxi And Other Transportation Services
 - Courtesy transportation service provided by a lodging provider should be used when the service provides a reasonable and convenient means of transportation.
 - Reasonable charges for transportation services will be reimbursed when no other method of transportation is available or practical. Requests for reimbursement must be supported by an itemized receipt.
- Vehicle Rental
 - Occasionally a vehicle may be rented when renting is considered the most economical and convenient means of transportation. Requests to rent a vehicle should be noted on the travel request and if approved, the employee is required to complete a Motor Vehicle Record check performed by Districts Mutual Insurance (DMI). Forms are located in the Safety and Security section of the employee Intranet (see Motor Vehicle Record Forms). It is the employee's

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responsibility to complete and submit the applicable forms to the Safety and Security Office prior to renting a vehicle. The Motor Vehicle Record check does not apply to personal vehicle rental for which the employee submits mileage reimbursement for approved travel (i.e., personal use of an automobile).

- Requests for reimbursement must be supported by an itemized receipt.

Meals

- Meal expenses incurred in the performance of college responsibilities shall be reimbursed at a per diem rate for each meal based on the federally allowable rates for travel. Note: Copies of conference or meeting agendas must be included with the travel request to determine eligibility for meal reimbursement.
- In-district meals are reimbursable when the meal expense is authorized by the President/District Director or a supervising Executive.
- Certain seminars, conferences, and meetings include meals as part of the registration or conference fees. When this occurs, meal expenses are not reimbursed.
- Meals at out-of-state or foreign locations shall be reimbursed up to the federally allowable rate.
- Meal allowances for the day of departure and day of return shall be determined based on the time of departure and return. Reimbursement for meals will be allowed on the following conditions:
 - Breakfast provided the employee leaves home before 6:00 a.m.
 - Lunch, provided the employee leaves their normal place of work before 10:30 a.m. or returns after 2:30 p.m.
 - Dinner provided if the employee returns home after 7:00 p.m.

P-Cards are not to be used for meal expenses unless prior written approval is obtained from the Vice President of Finance and College Operations/CFO.

Lodging

- The maximum lodging cost will be determined based on the federally allowable rate.
- The choice of lodging shall be based on cost with consideration to accessibility to the function or business being executed. Event hotels often exceed the allowable rate for lodging. In such instances, employees should locate a hotel within a reasonable distance to/from the event that offers lodging within the allowable rate for the locale. A reasonable distance is a consideration of travel time when traveling by automobile and walking distance or commuting cost when traveling by air, train, or other public means of transportation.
- If the allowable rate is not available at the conference or a nearby hotel, the employee may request express written permission for higher-cost lodging. Such a request is to be made on the travel request and must be approved by the Supervisor and supervising Executive. Approval must be supported by an analysis demonstrating a lack of available options, attached to the travel request.
- When registering in a lodging establishment or signing for any official purpose, employees shall use the College address and ask for government or corporate discounts. When a lodging establishment requires verification, the Wisconsin Sales and Use Tax Exemption Certificate should be prepared and submitted verifying the District's tax-exempt status. The College Federal Excise Tax Exemption Number (39-72-0105-F) and the Wisconsin Sales Tax Exemption Number (008-1020420528-10) is listed on the

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certificate form. This form should be copied and used as appropriate.

- All lodging expenses must be supported by the original itemized receipt.
- If lodging is shared with another person, an appropriate notation and adjustment shall be noted on the billing.
- If lodging is shared with a spouse or guest, the College will reimburse the equivalent of a single room rate. The itemized receipt should contain an appropriate notation including the single room rate.

Telephone

- Business-related telephone calls, either from a hardline phone or a cellular phone, will be reimbursed. Accessibility, convenience, and cost should be considered when determining the most appropriate type of phone to use.
- Receipts or copies of telephone company bills shall be submitted if business-related telephone calls are to be reimbursed. The receipts/bills shall clearly identify which phone calls are business-related.
- Business-related facsimile charges are reimbursable. Claims must be supported by a receipt.

REIMBURSEMENT OF EXPENSES

All claims for reimbursement must be properly documented and submitted monthly and include all expenses paid directly to vendors by P-Cards, college checks, or personal credit cards, i.e., registration, airline tickets, and hotels. Expenses not received by the Business Office within sixty (60) days following completion of the travel will not be reimbursed.

- All reimbursable expenses must be submitted using the SAP Concur Expense Report before the expenses will be paid.
- The completed expense report should be received by the Business Office no later than the 6th day of the month for the previous month's expenses (i.e., October 6th for September expenses) to be reimbursed on or around the 15th of the month.
- The travel request is the estimated cost of travel. If total expenses exceed the estimated cost of the travel request due to incidental expenses (i.e., lodging tax, parking, tolls, luggage fees, etc.), the Dean/Budget Manager may approve these additional expenses on the expense report. Expenses for non-incidental items (i.e., airfare, car rental, lodging, meals, etc.) not listed on the travel request will not be reimbursed. Exceptions can be made if authorized by the President/District Director or delegated Executive.
- Certain expenses may be reimbursed by other organizations. The amount to be paid by that organization shall be identified and clearly noted on the travel request. Reimbursement by the College will be reduced by the amount of such contributions.
- Expenses for alcoholic beverages will not be reimbursed by the College.
- Wisconsin state sales tax will not be reimbursed by the College, except on individual meals.
- For overnight travel only. Employees should complete a separate expense report for each approved travel request – even if there are multiple travel requests within the same month.
- All daily travel should be submitted monthly on one (1) expense report.
- Expense reimbursements shall only be made by direct deposit, excluding District Board members and contracted professionals.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-554 – PROCUREMENT

Authority	District Board
Effective Date	August 18, 1976
Revision Date(s)	January 19, 2022; March 21, 2018; November 18, 2015; September 18, 2014; April 17, 2014; August 16, 2012; May 19, 2010; July 13, 2009; April 18, 2007; April 20, 2005; December 18, 2002; September 20, 2000
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-554.1 – Procurement
In Compliance With	Wisconsin Statutes s.16.73, s. 38.18, s. 62.15, and s. 66.0131 (2) Wisconsin Administrative Rule TCS6 Wisconsin Technical College System Financial and Administrative Manual

Procurement is defined as buying, purchasing, renting, leasing, or otherwise acquiring any product, supplies, services, rental, equipment, construction, remodeling, or any other transaction that involves an expenditure of district funds. Any procurement transaction must be formally processed and approved by proper authority to be a valid claim against the College.

The District Board shall authorize procurement transactions that are determined to be in the best interest of the College while providing for open and free competition. It is the responsibility of the District Board to protect the interests of the College while complying with current federal and state laws/statutes, regulations, administrative rules, and agency procedures. In recognition of this responsibility, the District Board designates the President/District Director as the procurement authority for the College.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

PROCEDURE

D-554.1 – PROCUREMENT

Authority	Vice President of Finance and College Operations/CFO
Effective Date	Unknown
Revision Date(s)	January 19, 2022; July 28, 2021; January 30, 2018; February 28, 2017; October 8, 2015; September 3, 2014; April 9, 2014; August 28, 2013; August 21, 2012; March 20, 2012; January 10, 2011; May 19, 2010; April 7, 2008; November 5, 2007; June 25, 2007; April 30, 2007; November 14, 2000
Reviewed Date(s)	
Related Forms	Attachment 1
Related Policies and/or Procedures	D-150.1 – Designation of Authorized Signatures D-554.1 – Procurement
In Compliance With	Wisconsin Statutes s.16.73, s. 38.18, s. 62.15, and s. 66.0131(2) Wisconsin Administrative Rule TCS6 Wisconsin Technical College System Financial and Administrative Manual

The District Board has approved a policy governing procurement activity at the College. This Procedure provides direction for the purchasing of needed materials and services while ensuring open and free competition and compliance with required laws, statutes, and regulations.

This Procedure elaborates on the policy by providing guidance on acceptable practices when making a purchase.

GENERAL REQUIREMENTS

- Every procurement transaction must be formally processed and approved by the proper authority to be a valid claim against the College. All purchases require a requisition and purchase order to be approved and issued before the purchase is initiated, except for emergency and procurement card purchases as outlined in this regulation.
- Purchases are made under two primary funds, operational and capital. Capital expenditures are not to be made with operational funds. Budget Responsible Managers must work with the Purchasing Manager for the purchase of approved capital requests.
- Employees that fail to follow College procurement procedures or do not obtain required approval by proper authority may be personally liable for the cost of the procurement and subject to progressive discipline.
- Purchases from the state, other government, and the Wisconsin Technical College System (WTCS) consortium-approved contracts are allowed, without the use of competitive procedures, provided the vendor was selected through a competitive process by the contracting agency.
- Budget-responsible staff and managers shall avoid the procurement of unnecessary or duplicative items.
- All price solicitation requests should contain a clear and accurate description of the item or service being procured. Detailed product specifications should be avoided, and the description shall not contain features that unduly restrict competition. When a clear and

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accurate description is impractical or uneconomical, a "brand name or equal" description may be used. The specific features of the named brand that must be met by the supplier/vendor shall be clearly stated.

- Staff should avoid, whenever possible, using any vendor(s) to develop and/or write equipment specifications, product descriptions, or service standards. Any vendor who may have received an unfair advantage by participating in the preparation of a price solicitation document shall be disqualified from the procurement process.
- Price solicitations shall include all requirements that the supplier/vendor must fulfill and all other factors to be used in evaluating bids or proposals.
- All procurement transactions should include delivery, handling, and shipping charges, as well as installation, setup, and training whenever necessary.
- The College may waive minor irregularities in bids or proposals when making an award. However, any irregularity which could substantially change the price of a product or alter the service to be provided may not be waived.
- The College reserves the right to accept or reject any or all quotations and to accept the quotation that appears to be in the best interest of the College.
- When all other factors are equal, the College will patronize Wisconsin businesses, small and minority businesses, women-owned business enterprises, and businesses in labor surplus areas.

PURCHASING AUTHORITY

- The President/District Director is the procurement authority for the College.
- The President/District Director has assigned responsibility for administering procurement policies and procedures to the Vice President of Finance and College Operations/CFO.
- Authorization to initiate a purchase and the approving authority is based on the estimated amount of the purchase and term of purchase. The authority to initiate and approve a purchase is outlined in Attachment 1.

VENDOR RELATIONS

College employees involved in procurement transactions shall:

- Act professionally and treat any vendor seeking to do business with the College with courtesy and respect.
- Act in the best interest of the College and attempt to obtain the greatest value for every tax dollar expended.
- Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets the specifications and the educational needs of the College.
- Not solicit or accept inducements for their personal gain.
- Decline gifts that might in any way influence the procurement decision.

SOLE SOURCE AND BRAND NAME PURCHASES

- The purchase of specific brand equipment or sole source purchases directly from a vendor may be authorized in certain rare circumstances without using competitive procurement procedures. Sole source purchases over \$10,000 require the approval of the Vice President of Finance and College Operations/CFO in advance of the purchase.
- Purchase of specific brand name products requires key employers to certify in writing that potential employees are required to be trained on that particular brand of

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equipment. The written certification must be obtained prior to the purchase and clearly state why the specific brand is required.

- The authorized purchaser and/or budget responsible manager shall obtain the written certification from key employers and present the statements to the Vice President of Finance and College Operations/CFO, attached to the Bidding Waiver form, at the time approval is requested.
- If the specified brand is only available from one vendor, the procurement may be made as a sole source procurement. If the specified brand is available from more than one supplier or vendor, the procurement shall be made using the appropriate competitive process.
- Documentation of sole source and brand name purchases must be maintained in the Purchasing Department according to Attachment 1. The Purchasing Manager must include all approved Bidding Waivers for vendors who are paid more than \$50,000 (cumulative) in the annual procurement report to the District Board.

EMERGENCY PROCUREMENTS

- The Vice President of Finance and College Operations/CFO may authorize the most appropriate method of procurement when an emergency or public exigency will not permit a delay caused by competitive procurement. These situations are limited to a threat to the continued operation of the College or to the health, safety, or welfare of students, staff, or the immediately affected the general public.
- The authorized purchaser and/or Budget Responsible Manager shall contact the Vice President of Finance and College Operations/CFO whenever a situation occurs that may require emergency procurement. Once approved, the Vice President of Finance and College Operations/CFO shall direct the Purchasing Manager to expedite the procurement process.
- A Bidding Waiver form must be completed and approved for every emergency procurement over \$10,000 and shall be maintained by the Purchasing Department.

SOLICITING PRICES

Procurement transactions requiring two or more quotes require the price solicitation to be conducted through an open, competitive process. The solicitation method varies depending on the estimated amount of the purchase. The procedures outlined in Attachment 1 will be used except in situations approved in advance by the Vice President of Finance and College Operations/CFO.

- Limitation on Service or Equipment Changes After Bid
 - Equipment or service changes that result in the cost of the bid increasing 15% or more from the original bid will require the cancellation of the original bid and a re-bid process for the new specifications included in the bid solicitation.

TECHNOLOGY PURCHASING

All technology/IT-related purchases are required to be purchased either through the Information Technology Department and/or by the Procurement Department in conjunction with the Information Technology Department. This requirement is in place to make sure the College is utilizing the proper channels of procurement to make use of already discounted pricing available to us, the equipment integrates with and is supported by IT, and the items are properly cataloged in the College's fixed asset system.

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- Instructional Programs are exempt from 1) when program equipment is supported by instructional faculty and does not interface with the College's technology systems. Other exceptions to this clause may be granted when the Vice President of Finance and College Operations/CFO deems it necessary.

PROCEDURES FOR NON-CONSTRUCTION PURCHASES UNDER \$50,000

Do not require a Sealed Bid process:

- Purchase for \$9,999.99 or less
 - Departments must be diligent to avoid serial purchasing when purchasing under \$9,999.99. A purchase above \$9,999.99 may not be broken up into smaller purchases to facilitate a single-source purchase.
 - Purchases do not require multiple bids. Specific brand names and models may be used in the purchase of items.
 - Purchases may be approved by the budget responsible manager and completed by the employee holding a college procurement card (P-Card).
 - Records for purchased items must be timely submitted to the Business Office. Employees are encouraged to maintain a record of purchased items.
- Purchases between \$10,000 and \$49,999.99
 - All purchases between \$10,000 and \$49,999.99 are completed by the Purchasing Department.
 - Records will be maintained by the Purchasing Department with copies provided to respective departments upon request. Requires a minimum of three (3) bid solicitations obtained by the Purchasing Department.
 - Specific brand name or model is not allowed unless an "or equal" statement is included. The Purchasing Department will work with the end user to determine general specifications for the product to be purchased.
 - Exceptions to this rule are provided in the Sole Source and Brand Name Purchases section of this document.

EVERY NON-CONSTRUCTION PROCUREMENT WHERE THE ESTIMATED TOTAL COST IS \$50,000 OR MORE AND CONSTRUCTION PROJECT WITH AN ESTIMATED COST OF \$25,000 OR MORE

These shall be awarded using either a sealed bid or a competitive selection process. See the Definitions to determine which process is most appropriate.

- The Purchasing Manager will facilitate the procurement process to ensure compliance with statutorily mandated protocols.
- Written Solicitation Document
 - A written solicitation document is required for sealed bids and competitive procurements.
 - As a minimum, the written solicitation document shall include the following information:
 - **Bid Identification:** Unique title or code used for identification purposes.
 - **Submission Information:** The time, date, and location where the bid/proposal is to be submitted.
 - **Purchase Description:** Clear and accurate description of the item or service being procured.
 - **Sealed Bid/Proposal Statement:** A statement that only sealed bids/proposals will be accepted and that the bid identification must be stated on the face of the bid envelope.

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- **Public Opening Information:** The time, date, and place of the public opening. The phrase "public opening" must be used.
- **Price Guarantee Statement:** A statement that bids must be guaranteed for a specified period of time following the bid opening to allow the College to review and award.
- **Affirmative Action Statement:** Statement identifying the College as compliant with Affirmative Action laws and regulations.
- Preparation of the written solicitation document is a shared responsibility as follows:
 - The Budget Responsible Manager shall prepare the product specifications or service standards for non-construction procurements. The Purchasing Manager may assist in the development of specifications or standards as needed.
 - The Purchasing Manager shall consult with the Director of Facilities, appropriate college personnel, and design professionals to prepare the specification and project scope statement for construction procurements.
 - The Purchasing Manager will prepare the non-technical portion of the solicitation document.
 - The Purchasing Manager will distribute the solicitation document to qualified suppliers/vendors and arrange for the public notice.
- Formal Advertising
 - Each sealed bid or competitive selection shall be published as required by the policies of the Wisconsin Technical College System. The Purchasing Manager will ensure that the notices are published in the required format.
 - The notice shall be published at least seven (7) days prior to the bid/proposal submission deadline.
 - At a minimum, the notice shall include the following information:
 - **Bid Identification:** Unique title or code used for identification purposes.
 - **Submission Information:** The time, date, and location where the bid/proposal is to be submitted.
 - **Purchase Description:** Clear and accurate description of the item or service being procured.
 - **Public Opening Information:** The time, date, and place of the public opening.
 - **Additional Information Statement:** Name and telephone number of the contact person for additional information regarding the sealed bid solicitation.
 - Additional notification may also be provided by other means to targeted vendors (i.e., direct mailings to vendors, use of specific industry publications, trade journals, etc.). The Authorized Purchaser or Budget Responsible Manager should advise the Purchasing Manager if additional notifications are desired and provide a list of qualified vendors to whom the information should be sent.
- Public Opening
 - All sealed bids and competitive selection proposals timely received must be opened at a public opening at the date and time specified in the public legal notice.
 - A minimum of two (2) college employees shall be present at the public opening.

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- The Purchasing Manager will coordinate the public bid/proposal opening and record all bids/proposals received on a Bid Opening Recap form. The Bid Opening Recap form, along with one copy of each proposal received, will be retained on file in the Purchasing Department.
- Best and Final Offer
 - The best and final offer (BAFO) process represents an optional step in the selection process for sealed bids and competitive selection proposals (i.e., Request for Proposal) and is not part of the contract negotiation process.
 - The BAFO process may be used when:
 - No single response addresses all the specifications.
 - The cost submitted by all proposers is too high.
 - The scores of two (2) or more proposers are very close after the evaluation process.
 - All proposers submitted responses that are unclear or deficient in one (1) or more areas.

Procedures for the BAFO process shall conform to WTCS regulations.

DOCUMENTATION

- The College shall maintain documentation and records sufficient to detail the significant history of all procurements In Compliance With state statutes and the WTCS Financial and Administrative Manual (FAM).
- Records shall be maintained as outlined in Attachment 1.
- Compliance with Internal Revenue Code Reporting Requirements:
 - The College will comply with Internal Revenue Code requirements to maintain appropriate documentation on file and report disbursements as required by law.
 - The College will not disburse payments of any type until completed W-9 forms are physically on file in the Business Office to document compliance for those payees to which Form 1099 reporting requirements apply.
 - W-9 (or legally valid alternatives) are required prior to disbursement except for the following payments which are not subject to 1099 reporting:
 - Payments to employees for W-2 compensation and accountable reimbursement plans.
 - Payments to corporations.
 - Payments to vendors SOLELY for the purchase of physical products.
 - Payments to federal, state, and local governments or their political subdivisions, or governmental agencies.
 - The College will prepare Form 1099-Misc to report whenever cumulative, annual payments exceed \$600. Payments comprised of a combination of services, materials, and/or products will be reported in their entirety. Reimbursement of travel expenses for which the independent contractor has provided an accounting will not be reported.

CONTRACT PROVISIONS

- **Procedure D-150.1 – Authorized Signer of Contracts** defines the authority for entering into contracts for the purchase of goods or services.
- Any contract issued by the College shall contain the following provisions:
 - Provisions for termination by the College.

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- Conditions under which the contract may be terminated for default.
- Conditions where the Contract may be terminated due to circumstances beyond the control of the Contractor.
- Provisions for administrative, contractual, or legal remedies when contractors violate or breach contract terms.
- A provision requiring compliance with Executive Order 11246, entitled “Equal Employment Opportunity” as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

REQUISITION AND PURCHASE ORDERS

- Every procurement transaction requires the initiation and approval of a requisition and subsequent issuance of a purchase order prior to the purchase except as noted in procurement card transactions below. Purchases made without the preparation of a requisition, and the subsequent issuance of a purchase order, are prohibited and are not a valid claim against the College (except procurement card purchases).
- The requisition and purchase order system, to be fully operative as a means of budgetary control, must be processed without exception, from a standard procedure. This system is considered inviolate except in case of an emergency, and then only after approval of the Vice President of Finance and College Operations/CFO.
- It is the responsibility of the Budget Responsible Manager and the Purchasing Manager to verify that proper price solicitation has occurred in accordance with this regulation. The Budget Responsible Manager shall also ensure that correct accounting numbers are assigned, expenditures requested are in the budget, and sufficient funds are available in the specified account.
- The authorized purchaser may prepare a requisition using one of the following methods:
 - In most situations, a requisition should be entered electronically using the Banner system. When the requisition is transmitted it will be routed automatically to the next approving authority. Once it has been electronically routed through the approval structure, the requisition will be automatically transmitted to the Purchasing Department where it will be processed, and a purchase order issued.
 - In situations where the method noted above is not possible, a requisition may be typed or hand-written on a pre-printed form. The hard copy form shall be routed through the approval structure to the Purchasing Department. Once the requisition form is received, the Purchasing Department Administrative Assistant shall enter the requisition into Banner and issue the purchase order.
- Only items from one supplier/vendor shall appear on a requisition form.
- Confirming orders may be approved by the Vice President of Finance and College Operations/CFO in unusual or special circumstances when there is insufficient time to wait for the requisition to go through the normal processing procedure. However, a requisition completely executed and approved by the proper authority must be received in the Purchasing Department before a confirming order will be issued.
- Items obtained on approval must comply with all procurement procedures and be processed with a properly executed requisition.

PROCUREMENT CARD (P-CARD) TRANSACTIONS

- An authorized purchaser who has a valid College procurement card may make appropriate purchases with their procurement card without a requisition. All college procurement card purchases shall follow the requirements and procedures as defined

D-554.1 – PROCUREMENT

in the Procurement Card Manual located in the Business Office section of the College Intranet. In addition, all provisions of Attachment 1 including initiating and approving authority apply to procurement card purchases. To maximize the College's procurement card rebate, the College encourages the use of college procurement cards whenever possible. Purchases above the procurement cardholder's transaction limit shall be submitted on an electronic requisition form to the Purchasing Department for processing. Purchases may not be broken into smaller quantities to avoid the procurement card limit.

- The Purchasing Manager shall designate approved office supply vendors who have preferred contract pricing for all purchases under cardholders' transaction limit. All office supplies shall be procured from these vendor contracts unless approved by the Purchasing Manager.
- P-Card holders shall have received approval for Travel and Expense Authorizations (completed form) prior to processing registration and/or other travel-related purchases on the P-Card. Failure to obtain such approval may result in personal responsibility for unapproved charges.

ANNUAL REPORT

- Annually, the Business Office shall review all procurements of \$50,000 or more to determine if similar goods, supplies, or services were acquired and whether a more competitive process should be used in succeeding years. A written report of the findings and recommendations shall be prepared.
- The Vice President of Finance and College Operations/CFO shall present the report to the District Board who shall take formal action by October 31 on the report. Acceptance of the report shall be reflected in the District Board minutes.

DEFINITIONS

Authorized Purchaser – The employee authorized by the Budget Manager to purchase supplies, materials, etc. needed for the effective operation of their program or department. Only the President/District Director or Vice President of Finance and College Operations/CFO are authorized, as agents of the College, to sign contracts for the procurement of goods or services.

Best and Final Offer – The best and final offer (BAFO) represents an optional step in the request for proposal (RFP) selection process.

Budget Manager – The manager responsible for the proper allocation and expenditure of budgeted funds within their division or department.

Capital Purchase – An item with a value greater than \$5,000 and a life greater than one year (i.e., not consumable).

Competitive Procurement – An open process used by the College to seek price quotations, bids, or proposals from two or more vendors/suppliers interested in providing the College with a product or service.

Competitive Request for Proposals – The competitive process used to solicit prices when a firm-fixed-price contract is not appropriate or when factors other than price are of primary

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consideration in awarding the procurement, e.g., professional services where qualifications are of primary consideration. In the case of professional services contracts, service is defined by Administrative Rule TCS 6.05 (1)(i), as "the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance."

Procurement – The buying, purchasing, renting, leasing, or otherwise acquiring of any product, supplies, services, rental, equipment, construction, remodeling, or any other transaction that involves an expenditure of college funds.

Purchase – A "purchase" for the purpose of the process requirements within this Procedure is each "buying decision," regardless of the size of individual items or services within the purchase, or the period of time a purchase covers. Similarly, multiple purchase orders for the same vendor/product during the year are a single "purchase."

Sealed Bids – The competitive process used to solicit prices whenever a complete, adequate, and realistic purchase description is available; two or more responsible suppliers are willing and able to compete; the procurement lends itself to a firm-fixed-price contract, and selection of the supplier/vendor can be made principally on the basis of price.

Supervising Executive – Executive with oversight responsibility for a division or department.

**ATTACHMENT 1
Non-Construction**

Type of Purchase and Estimated Value	Method to Request Purchase	Initiating & Approving Authority	Number of Competitive Price Quotes Required if not using an approved Cooperative Contract	Sole Source Determination	Documentation
Purchases under \$9,999	Use Procurement card (p-card) for authorized supplies (or submit Banner Requisition for items not qualifying for p-card or exceeding individual p-card limit)	Authorized Purchaser Budget Manager	N/A	N/A	N/A
Non-construction purchases of \$10,000 but less than \$50,000	Submit Purchase Request to Manager, Purchasing & Accounting	Budget Manager President or Supervising Executive	Purchasing to obtain written quotes from a minimum of 3 suppliers.	Department must provide approved Bidding Waiver to Purchasing	Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing.
Non-construction purchases of \$50,000 or more	Submit Purchase Request to Manager, Purchasing & Accounting	Supervising Executive Vice President, Finance & College Operations	Purchasing to solicit a minimum of 3 sealed competitive bids or proposals as required.	Department must provide approved Bidding Waiver to Purchasing	Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing. All RFB/RFP required documentation maintained in Purchasing

**Contract description and contract title/number shall be entered in the comment field in US Bank online or in the requisition notes if a purchase order is used.

**ATTACHMENT 1
Public Construction**

Type of Purchase and Estimated Value	Method to Request Purchase	Initiating & Approving Authority	Number of Competitive Price Quotes Required if not using an approved Cooperative Contract	Sole Source Determination	Documentation
Public Construction Purchases less than \$10,000	Use Procurement card (p-card) for authorized supplies (or submit Banner Requisition for items not qualifying for p-card or exceeding individual p-card limit)	Authorized Purchaser Facilities Director	N/A	N/A	N/A
Public Construction Purchases of \$10,000 but less than \$25,000	Submit Banner Purchase Requisition	Facilities Director Vice President, Finance & College Operations	Purchasing* to publish Class 1 Legal Notice and solicit written quote from 3 or more sources	N/A	Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing.
Public Construction Purchases of \$25,000 or more	Submit Banner Purchase Requisition	Facilities Director Vice President, Finance & College Operations	Purchasing* to publish Class II Legal Notice and solicit a minimum of 3 sealed competitive bids	N/A	Purchasing quotes and/or contract number** and/or approved Bidding Waiver maintained in Purchasing. Also, all RFB required documentation maintained in Purchasing

Public construction definition: The term "public construction" is not defined in the state bidding statutes; however, the following is considered the legal standard for implementation of state statutes regarding procurement for public construction: public construction consists of the following: activities concerned with the erection of buildings and bridges, the construction of streets and highways, and other similar public improvements which require the combining of materials, supplies and labor. Mere maintenance and other public works which do not involve the actual combining of materials and labor with a definable end result would unlikely constitute public construction. Natkins, Smith & Van Swearingen, *Public Construction in Wisconsin*, p. 50 (1985).

* Architect or Engineer may assist Purchasing Department with publication of legal notices as required.

**Contract description and contract title/number shall be entered in the comment field in US Bank online or in the requisition notes if a purchase order is used.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

PROCEDURE

D-554.2 – PURCHASE OF GOODS/SERVICES OF \$5000 OR MORE

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 30, 2019
Revision Date(s)	October 20, 2021
Reviewed Date(s)	
Related Forms	D-554.2FA – Request to Initiate Purchase of Goods/Services \$5,000 to \$45,000 D-554.2FB – Request to Initiate Purchase of Goods/Services \$45,000 or More
Related Policies and/or Procedures	D-554 – Procurement D-554.1 – Procurement
In Compliance With	Wisconsin Technical College System Financial and Administrative Manual

PURPOSE/SCOPE

Budget-responsible managers administer District Board adopted budgets which often include the purchase of goods or services necessary to accomplish the unit’s purpose/mission. College **Policy D-554 – Procurement** and the related college procedures specifies the Purchasing Department is responsible for administering the purchase of goods or services totaling \$10,000 or more to ensure compliance with procurement regulations. This requirement necessitates budget-responsible managers’ work with the Purchasing Department to complete these transactions.

RESPONSIBILITIES

- Purchasing Manager
- Budget Responsible Managers

PROCEDURE

Step 1. Budget Responsible Manager (BRM) determines the estimated dollar value of the goods or services to be purchased. If \$10,000 or more, but less than \$45,000, BRM will complete and submit Form A to initiate the procurement process.

- **Form A:** For Purchases of \$10,000 to \$45,000 (Competitive Quote/Bid Process). BRM (or designee) initiates the purchase of budgeted goods (supply, equipment, etc.) and services by providing the Purchasing Department with:
 - Scope and/or specifications.
 - Budget (general ledger) account to fund the purchase.
 - List of potential vendors (businesses that serve the respective trade/industry, or businesses that deliver the requested services).
 - Desired date of delivery or service time frame.
- **Form B:** For Purchases estimated to cost more than \$45,000 (Sealed Bid Process). BRM (or designee) initiates the purchase of budgeted goods (supply, equipment, etc.) or services by providing the Purchasing Department with all the above and the following additional information:
 - Proposal background.

D-554.2 – PURCHASE OF GOODS/SERVICES OF \$5000 OR MORE

- Proposal requirements (technical specifications, methodology, project timeline, comparable experience).
- Proposal timeline.
- Proposal evaluation scoring matrix, which must align to proposal requirements (e.g., technical response, comparable experience, financial, etc.).
- Name of individuals who will serve on the proposal evaluation panel.
- Provide any other relevant information pertinent to the purchase.

NOTE: Wisconsin Technical College System Financial & Administrative Manual and **Procedure D-554.1 – Procurement** requires a sealed bid process for all purchases of \$50,000 or more. The College's Purchasing Department implements the sealed bid process when a purchase is projected to reach \$45,000 to ensure compliance with procurement regulations should bids come in at or above the \$50,000 threshold.

Step 2. Purchasing Department utilizes the Form to prepare the bid solicitation.

Step 3. Purchasing Department releases solicitation for competitive bids/proposals. Vendor question and answer or site visit process is facilitated, if applicable (see timeline).

Step 4. Purchasing Department receives bids/proposals by deadline on submission date and confirms each proposer is a responsible bidder.

Step 5. Purchasing Department confirms whether sealed bid threshold applies (Form B).

Step 6. If estimated cost is less than \$45,000 (Form A), the Purchasing Department evaluates the vendor submissions to identify lowest cost responsive bidder/proposer and presents low bidder quote/proposal to the BRM for review and acceptance. Quotes and bids are time sensitive and the BRM must respond affirming decision to purchase by deadline in order to complete the procurement transaction. Failure to affirm by deadline will result in cancelation of the procurement transaction.

- Purchasing Department awards contract and files documents for audit or cancels transaction if not timely affirmed.
- If estimated cost is greater than \$45,000 (Form B), the Evaluation Panel receives proposals for review and rating.
 - Purchasing Department aggregates ratings to identify top proposers.
 - Interviews are scheduled, if applicable and Evaluation Panel scores interviewees with top proposer identified. Evaluation Panel confirms whether alternate vendors exist (2nd and 3rd vendor acceptable for selection should top firm references fail).
 - Purchasing Department completes the vendor reference checks.
 - If references are acceptable, the Purchasing Department awards the contract, notifies other proposers of selection, and files documents for audit.
 - If references are unacceptable and next alternate vendor exists, Purchasing Department completes reference check. If references are acceptable, the Purchasing Department awards the contract, notifies other proposers of selection, and files documents for audit.

D-554.2 – PURCHASE OF GOODS/SERVICES OF \$5000 OR MORE

- If references are unacceptable and no alternate vendor exists, the procurement process is terminated, and all proposers are notified of the decision.
- Purchasing Manager will consult with Budget Responsible Manager to consider options for moving forward (amend the scope, specifications, or other requirements and rebid; cancel the planned purchase, etc.).

DEFINITIONS

BRM – Budget Responsible Manager, as defined in **Procedure D-554.1 – Procurement**, is the person responsible for the proper allocation and expenditure of budgeted funds within their division or department.

Scope – A description of the requirements of services to be performed. The scope of work may include material requirements to perform the needed services.

Specification – A description of the physical or functional characteristics, or the nature of a supply, service, or construction. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Specifications must be generic in the description. Reference to a specific product or proprietary feature can only be by way of example with “or equal” stated.

Potential Vendor List – A list of known, qualified vendors to whom the request for proposal will be directly solicited, in addition to the general release.

Background – A brief description of circumstances, events, etc. relevant in describing the basis for services being sought in RFP, if relevant.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-558 – DISTRICT RELATIONS WITH THE PRIVATE SECTOR- GENERAL POLICY ON GOODS AND SERVICES

Authority	Vice President of Academic Affairs/CAO
Effective Date	September 19, 1990
Revision Date(s)	April 18, 2007; April 20, 2005; October 25, 2000; January 25, 1993
Reviewed Date(s)	February 21, 2018; June 17, 2009
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Technical College System Administrative Bulletin AB 99-09 Wisconsin Technical College System Board Policy #408

The District conducts technical assistance, occupational education, and skill training which addresses the educational and economic development needs of the area. In the course of delivering relevant learning services, certain goods and support services are produced or rendered. The District also operates certain enterprise activities providing a variety of goods and services which benefit students, staff, and the public.

It is the policy of the District to minimize unnecessary duplication and competition with private sector businesses when goods and services are produced and provided as a result of educational and other activities performed by the District in fulfillment of its mission. District activities that yield goods and services will be permitted when the activity is:

- Deemed important to fulfilling the College’s education, training, and economic development mission.
- Needed to provide goods and services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time.
- Carried out for the benefit of the College community while being sensitive to the larger community.

Goods and services provided by the College will conform, at a minimum, to the following:

- Activities operated by the District which parallel the private sector must be integral to the fulfillment of the District learning, research, or public service missions. Exceptions may be granted if any of the following pertain:
 - There are compelling reasons for economic efficiency. Economic efficiency means that College resources can be made available to the larger community at relatively little additional cost to the District.
 - The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of the lack of quality or quantity of the product or service.
 - The product or service is a major convenience to the College community, including students, staff, and other members of the public participating in District activities. Convenience is typically defined in geographic terms, i.e., private sources are too far away to practically be the supplier, although other factors may also be involved.

D-558 – DISTRICT RELATIONS WITH THE PRIVATE SECTOR-GENERAL POLICY ON GOODS AND SERVICES

- The College's offering of the product or service is of major importance to the maintenance of the quality of the District's operations and facilities.
- The pricing of goods or services offered by the College shall recover full costs or may be set higher to be comparable to private sector prices unless a reduced price is demonstrated to be necessary to fulfill a function integral to the mission of the District.
- The District Board, through the President/District Director, shall appoint a private sector review committee. This committee shall:
 - Consist of representatives of the District staff, the private sector, and the general public.
 - Review specific areas which potentially could be competitive with the private sector.
 - With full documentation of costs and pricing considerations, review proposals for the provision of goods and services for compliance with District guidelines including the District Board pricing structure criteria.
 - Report its findings to the District Board before the District Board acts upon the proposed offering of goods and services.
- In the event of a dispute regarding possible competition with the private sector, the President/District Director shall:
 - Refer disputes to the District's private sector review committee for an advisory opinion.
 - Notify complainants in writing of the District's decision about the dispute within 30 days of receipt of a written complaint.
 - Schedule a District Board review of a complaint if such a review is formally requested after the complainant has received notification of the District's decision regarding the complaint.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-560 – LEASE AND RENTAL OF FACILITIES

Authority	Vice President of Finance and College Operations/CFO
Effective Date	August 21, 1974
Revision Date(s)	March 30, 2022; March 13, 2018; December 7, 2016; July 13, 2009; October 25, 2000; August 13, 1985; September 16, 1981
Reviewed Date(s)	March 21, 2007; March 16, 2005
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.04 (10) Wisconsin Administrative Code TCS 5.04 (3)

The District may rent, or lease facilities deems necessary and appropriate for the delivery of instruction or related support services. All rental and lease agreements shall contain a provision allowing for termination of the agreement prior to the expiration of the agreement. The Supervising Executive may approve and sign short-term agreements (less than one (1) year in duration) that do not contain indemnification language, provided that adequate funds are budgeted for this purpose and the total cost of the lease does not exceed \$5,000. Any lease with a term of one (1) year or longer shall require the approval of the District Board. In addition, any lease exceeding \$50,000 and a term of more than three (3) years requires the approval of the Wisconsin Technical College System Board (WTCSB) prior to the agreement being finalized. The District Board Chairperson and the President/District Director shall sign all long-term agreements once approval has been received.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-600 – PROPERTY AND ASSET MANAGEMENT

Authority	President/District Director
Effective Date	April 17, 2002
Revision Date(s)	July 28, 2021; July 17, 2018; June 15, 2005
Reviewed Date(s)	January 20, 2010; June 20, 2007
Related Forms	
Related Policies and/or Procedures	D-600.1 – Fixed Asset Accounting D-650 – Equipment and Property Disposal
In Compliance With	Wisconsin Statutes 38.14 (2)

Wisconsin Statutes 38.14(2) gives the District Board the authority to purchase or lease materials, supplies, equipment, land, and buildings, necessary to fulfill its mission and purposes. The College has an obligation to use these resources in a prudent and responsible manner while addressing the educational and support services needed by the community.

It is the responsibility of the administration, faculty, staff, and students to protect and use college materials, supplies, equipment, and facilities with good stewardship. Proper management and accountability of college resources are expected in all activities.

The President/District Director shall establish and maintain procedures and systems for the prudent use and accountability of college resources. Administration, faculty, staff, and students who knowingly and repeatedly fail to maintain proper accountability, or through neglect cause resources to be lost or damaged, shall be subject to disciplinary action and/or may be required to replace or repair all items lost or damaged.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
PROCEDURE**

D-600.1 – FIXED ASSET ACCOUNTING

Authority	Vice President of Finance and College Operations/CFO
Effective Date	August 18, 1976
Revision Date(s)	July 28, 2021; January 2, 2018; April 20, 2005; March 20, 2002
Reviewed Date(s)	June 17, 2009; March 21, 2007
Related Forms	
Related Policies and/or Procedures	D-600 – Fixed Asset Accounting D-650 – Equipment Property Disposal
In Compliance With	Wisconsin Technical College System Financial and Administrative Manual

College property shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities and in accordance with the Wisconsin Technical College System (WTCS) Financial and Administrative Manual (FAM).

Property of the College will be inventoried, protected, and accounted for as outlined herein.

CAPITAL PROPERTY

Any equipment item, unit, or set is to be capitalized if the cost (or value in the case of donated property) is at least \$5,000 and has a useful life of two (2) or more years.

Any land, building, building improvement, land improvements, or leasehold improvement is to be capitalized if the cost (or value in the case of donated property) is at least \$15,000 and has a useful life over two (2) years. If the procurement is part of a major expansion (total cost of the project is \$100,000 or more), all property purchased under such project with a useful life of two or more years will be capitalized regardless of whether an individual item, unit, or set meets the \$5,000 threshold. The Business Office is to provide an audit report to the Supervising Executive and President on capitalized property with an original cost in excess of \$5,000 which could not be accounted for during the inventory process.

INVENTORY PROPERTY

Inventoried assets include capital assets and individual physical assets valued over \$1,000 with a useful life over two years or those physical assets less than \$1,000 which can easily be converted to cash or personal use.

All inventoried property shall be tagged and inventoried in accordance with policies and procedures maintained by the Business Office. The Business Office shall keep detailed records of inventoried property including, but not limited to, a description of the property, asset identification (“tag”) number issued, cost, custodial designee, and depreciation information. Physical verification of the inventoried property may be accomplished on a rotating basis, but no items shall have a verification span exceeding three (3) years.

D-600.1 – FIXED ASSET ACCOUNTING

Audio-visual aids purchased with equipment to utilize them are to be considered separate purchases for the cost threshold. When licensing agreements are procured in conjunction with the purchase of audio-visual aids, the agreement and the aids are to be considered a single procurement for purposes of the cost threshold. When software is purchased in conjunction with the hardware on which it will operate, the software and hardware are to be considered a single procurement and accounted for as such. When licensing agreements are procured in conjunction with the purchase of software, the agreement and the software are to be considered single procurements and accounted for as such. Stand-alone software costing less than \$5,000 will not be inventoried.

Costs of repairs and maintenance that keep fixed assets in standard operating condition during the asset's normal life cycle shall be expended. However, if the repair arrests the deterioration and prolongs the life of the asset for two (2) or more years or significantly improves the value of the asset, it shall be inventoried/capitalized, provided the repair and maintenance costs exceed the asset threshold described above.

DEPRECIABLE PROPERTY

All capitalized equipment costing at least \$5,000 and buildings, building improvements, land improvements, and leasehold improvements costing at least \$15,000 shall be depreciated according to generally accepted accounting principles applicable to governmental entities. Depreciation is a measure of the economic use of an asset over its intended life. It is used in assessing the current value of the College's Capital Assets. It is based on consideration of physical use as well as economic, technological, or environmental obsolescence. The Business Office will maintain a schedule of useful life classes used in computing depreciation expenses.

Depreciation will be calculated using the straight-line method and the half-year convention, which calculates six (6) months of depreciation during the year of purchase, regardless of the date of purchase.

CUSTODIAL DESIGNEE

Physical custody of all capitalized and inventoried fixed assets shall be maintained by the appropriate budget manager or designee. The initial custodian shall be the budget manager responsible for procuring the property. Subsequent changes in custody are accomplished by preparing the D-650F – Fixed Asset Disposal/Transfer Form signed by both the former custodian and the new custodian of the property within 15 calendar days of the transfer. The Business Office is responsible for maintaining adequate records to determine the physical custody of all capitalized and inventoried assets at any time.



**BLACKHAWK TECHNICAL COLLEGE
SECTION D – FISCAL MANAGEMENT
POLICY**

D-630 – FUND BALANCE OF GENERAL AND SPECIAL REVENUE FUNDS

Authority	District Board
Effective Date	December 16, 1998
Revision Date(s)	May 4, 2022; October 27, 2010; July 13, 2009; April 18, 2007; April 20, 2005
Reviewed Date(s)	March 21, 2018
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Technical College System Admin Code 7.05 Wisconsin Technical College System Financial and Administration Manual

The College shall maintain fund balance levels adequate to assure the future financial health of the district and provide for financial challenges outside of its ability to complete its mission. Fund balance shall be maintained and used, at the discretion of the District Board to maintain the ability to meet the College’s financial needs and shall develop budgets that maintain fund balance within the specified ranges. Operational funds are defined as General Fund (Fund 1) and Special Revenue Fund (Fund 2).

To achieve these goals, the College shall seek to provide (in this order):

1. RESERVES

Reserve fund balance in an amount equal to end-of-year encumbrances and prepaid expenditures (i.e., inventory and prepaid services) in accordance with generally accepted accounting principles.

2. DESIGNATED FOR OPERATIONS

Maintain a fund balance of 16.7% – 25% (60-90 days) of each operational fund’s budgeted appropriation.

- To meet annual cash flow needs and avoid short-term borrowing,
- To provide resources for unexpected expenditures and revenue fluctuations,
- To make orderly adjustments in resources resulting from the termination and/or reduction in revenue sources,
- To provide seed money for new instructional and support service priorities,
- To support one-time capital equipment acquisitions or building improvements,
- To maintain a strong bond market credit rating and positive impression of the College’s financial position and management.

3. DESIGNATED FOR STATE AIDS FLUCTUATIONS

Maintain a fund balance of up to 10% of the college’s budgeted state aids (classifications 4200-4299, except property tax relief aid) in each operational fund for fluctuations in future years’ budgeted state aid revenue to provide for reductions in state support.

D-630 – FUND BALANCE OF GENERAL AND SPECIAL REVENUE FUNDS

4. DESIGNATED FOR SUBSEQUENT YEARS

Maintain a fund balance of up to 15% of the General Fund's state aids in the College's current adopted budget.

5. DESIGNATED FOR SUBSEQUENT YEAR

All fund balances are not reserved or designated in the above classifications.

The College will develop budgets to reach these fund balance goals, and when necessary, apply fund balances in excess of these goals for capital improvements to supplement the annual investment level supported by the sale of general obligation notes.

The District Board strongly discourages the use of fund balance as a resource for balancing the operating budget and prohibits budget managers from exceeding approved appropriations that result in an unapproved reduction of fund balance. This Policy and applicable procedures may be amended, at any time, by the District Board.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-640 – PROPERTY AND LIABILITY INSURANCE FUND

Authority	Vice President of Finance and College Operations/CFO
Effective Date	June 15, 2005
Revision Date(s)	May 4, 2022; March 13, 2018; July 13, 2009
Reviewed Date(s)	March 21, 2007
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The College has established an Internal Service Fund for the following purposes:

- To account for property and liability insurance premium expenditures.
- To establish a reserve for property and liability losses not covered by insurance due to deductible levels.
- To account for property and liability losses incurred by the College.

All liability and property insurance premiums and property and liability losses will be accounted for in the Internal Service Fund which shall be known as the Property and Liability Insurance Fund (Insurance Fund). All premium discounts or dividends received on liability and property insurance policies shall be credited to the Insurance Fund.

The amount budgeted for the cost of liability and property insurance premiums will be charged back to the General Fund on an annual basis. If the amount budgeted exceeds the actual premium paid, the excess shall be retained by the Insurance Fund. If the amount budgeted is less than the actual premium paid, the reserve fund balance in the Insurance Fund will be used to fund the difference. If the reserve fund balance is not sufficient, the District Board will take budgetary action to make the Insurance Fund whole.

The College shall maintain a minimum reserve balance of \$100,000 in the Insurance Fund. If the reserve balance should fall below \$100,000, the District Board shall take budgetary action to restore the reserve balance to \$100,000. The budgetary action shall take place within three (3) months following acceptance of the audit report for the fiscal year in which the reserve balance fell below \$100,000.

ELIGIBLE PROPERTY LOSS EXPENDITURES FOR THE INSURANCE FUND

- Total property loss related to any single incident must exceed \$500.
- Property loss must be due to an incident that is accidental, an act of nature, or due to criminal activity.

D-640 – PROPERTY AND LIABILITY INSURANCE FUND

- Property which is no longer in good working condition due to age or property which has become obsolete due to technology advances are not eligible to be expensed from the Insurance Fund.
- Minor office supplies shall not be eligible to be expensed from the Insurance Fund and shall not be included in the calculation of the total loss related to a single incident.

PROCEDURES FOR REPORTING PROPERTY LOSSES

- All incidents and property loss must be promptly reported to Campus Safety and Security.
- Purchases to be made from the Insurance Fund shall be approved by the Vice President of Finance and College Operations/CFO prior to issuance of a purchase order.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-650 – EQUIPMENT AND PROPERTY DISPOSAL

Authority	Vice President of Finance and College Operations/CFO
Effective Date	August 18, 1976
Revision Date(s)	July 28, 2021; April 18, 2018; January 19, 2011; July 13, 2009; April 18, 2007; April 20, 2005; October 25, 2000; September 18, 1991
Reviewed Date(s)	
Related Forms	D-650F – Fixed Asset Disposal/Transfer Form
Related Policies and/or Procedures	D-600 – Property and Asset Management
In Compliance With	Wisconsin Statutes 38.14 (2) Wisconsin Technical College System Financial and Administrative Manual

Equipment or property owned by the District cannot be sold, donated, or disposed of without proper approval. All disposals shall be approved by the Supervising Executive. Disposal of all equipment with an original cost in excess of \$5,000 must be approved by the President/District Director.

The sale of district buildings or real estate requires the approval of the District Board and the Wisconsin Technical College System (WTCS) President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District Board minutes.

The sale of district non-real estate assets with an estimated value exceeding \$25,000 requires the approval of the WTCS President. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in district office records.

Disposal of property obtained with state or federal funds may require reimbursement of a prorated share of the proceeds.

The Business Office relies on the user to determine whether there is any residual value to the item. If it is determined that there is no value, the Maintenance Department is directed to dispose of the item in an environmentally appropriate manner. If there is value, the Business Office will determine, with input from the user, the best venue to maximize the sale price for the item, i.e., trade-in, sale on eBay, auction sale, advertised bid, or some other method. The District is prohibited from donating district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT PROCEDURE

D-650.1 – EQUIPMENT AND PROPERTY DISPOSAL

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 18, 1991
Revision Date(s)	July 28, 2021; April 17, 2018; January 10, 2011; August 3, 2009; April 30, 2007
Reviewed Date(s)	
Related Forms	D-650F – Fixed Asset Disposal/Transfer Form
Related Policies and/or Procedures	D-650 – Equipment and Property Disposal
In Compliance With	

In accordance with **Policy D-650 – Equipment and Property Disposal**, district-owned equipment or property cannot be sold, internally transferred, or disposed of without proper written approval.

The District is prohibited from donating district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.

FIXED ASSET DISPOSAL/TRANSFER FORM

The D-650F – Fixed Asset Disposal/Transfer Form shall be used when requesting approval to dispose of district equipment or property. The form must be routed through the organizational structure for approval. Once approved, a copy of the D-650F – Fixed Asset Disposal/Transfer Form will be forwarded to and maintained in the Business Office as the official record of the transaction.

The originator of the D-650F – Fixed Asset Disposal/Transfer Form will determine the current value of an item and write this amount on the form. The current value will serve as a guide as to the fair market value of the item. This value can be determined by the current trade-in value of an item or the standard price on a public auction price (i.e., eBay).

The Accounting Clerk will update the District’s asset inventory records based on the information contained on the form.

EXTERNAL DISPOSAL VIA TRADE-IN

Trading in District used equipment is encouraged if doing so will reduce the purchase cost of replacement equipment. To minimize processing time, a copy of the D-650F – Fixed Asset Disposal/Transfer Form should be attached to the purchase requisition, identifying the item to be traded in on the purchase of new equipment.

INTERNAL TRANSFERS

Before disposing of equipment externally, the District will transfer usable equipment to another unit. The following procedures will be used to transfer equipment to another unit:

D-650.1 – EQUIPMENT AND PROPERTY DISPOSAL

- Periodically, the Auction Coordinator will notify the College community of all equipment in a suitable condition that is available for transfer or disposal.
- If a unit wishes to acquire an item on the list, the respective unit Administrator shall notify the Auction Coordinator of such interest.
- When the item is transferred to another department, the D-650F – Fixed Asset Disposal/Transfer Form will be completed by the unit receiving the item identifying the new location of the equipment. Once the transaction has been finalized, the form shall be forwarded to the Business Office for asset records maintenance.

EXTERNAL SALE/BID

- Disposal Sales:
 - Upon completion of the D-650F – Fixed Asset Disposal/Transfer Form, the Business Office shall designate a sale date for the disposal of all remaining items and distribute a notice of the sale. This notice will identify all items available for sale, the date of the sale, where the items can be previewed, and the minimum amount of each item. Each item will be assigned a sale/lot number, based on a consecutive numbering sequence.
 - Approximately 30 days prior to the date of the sale, the Business Office will distribute the sale notice to public school systems, governmental units, and nonprofit community-based organizations within the District.
 - Public school systems, governmental units, and nonprofit community-based organizations shall submit a price quotation. The quotation must be received by the deadline specified in the sale notice. All quotations must be submitted in a sealed envelope identifying the “Sale Number and Date of the Sale” and shall include the name, address, telephone number, sale item number, and amount of bid.
 - Certain equipment of a specialized nature or when it is in the best interest of the District, as determined by the President/District Director or his designated representative may be offered for sale to the general public using a sealed bid process. The Business Office will distribute an official notice of the sale. Other interested parties may be notified by mail of the available items. This notice will identify all items available for sale.
 - All sealed bids must be received by the deadline specified in the bid notice. The bids received must include the name, address, telephone number, sale number, and amount of bid.
 - The successful offer will be notified of the sale and a pickup date will be determined. The successful offer will also be informed of the amount due, including sales tax. All items must be paid in full before the equipment is removed from the College.
 - A record of all transactions shall be maintained by the Business Office.
- Auction Service:
 - In lieu of disposal sales, upon completion of the disposal form, the College may utilize an auction firm or electronic internet service. Companies that provide consignment sales services will be selected in accordance with College procurement policies. Items not accepted for sale by a consignment company will be discarded through the most appropriate means.
 - The Auction Coordinator will maintain a record of all transactions and shall forward all money/checks received to the Business Office.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-660 – EMPLOYEE INDEMNITY BONDS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	September 21, 2022
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

Each employee of the College whose duty it is to handle college funds shall be bonded under a suitable bond indemnifying the College against loss.

At the discretion of the President/District Director, employees of the College whose duty it is to handle college property may be required to be bonded to indemnify the College against loss.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-680 – DEPOSITORY OF FUNDS

Authority	District Board
Effective Date	August 18, 1982
Revision Date(s)	September 21, 2022; May 16, 2018; July 13, 2009; April 18, 2007; October 19, 2005; April 20, 2005; December 18, 2002; October 25, 2000; February 17, 1988
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	D-680.1 – Cash Receipts
In Compliance With	Wisconsin Statutes 38.12 (2)

The District Board shall deposit all monies received by it with the District Board Treasurer who shall be accountable for such funds. The Treasurer shall cause all district funds to be placed in depositories approved by the District Board.

The District Board shall officially designate the depositories for all district funds at its annual organizational meeting. A resolution, approved by a two-thirds (2/3) majority, shall be required.

Facsimile or specimen signatures of the Chairperson and Treasurer or any two (2) of the following will be required for the withdrawal of any funds from authorized depositories:

- Chairperson, Blackhawk Technical College District Board
- Treasurer, Blackhawk Technical College District Board
- President/District Director
- Vice President of Finance and College Operations/CFO
- Controller

Automated Clearing House (ACH) transfer of funds from the College's accounts to non-college accounts requires the approval of one (1) check signer (other than the originator).



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT PROCEDURE

D-680.1 – CASH RECEIPTS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	July 7, 2008
Revision Date(s)	April 14, 2021; April 17, 2018
Reviewed Date(s)	July 27, 2009
Related Forms	
Related Policies and/or Procedures	D-680 – Depository of Funds J-825 – Student Organizations Fund Raising
In Compliance With	

All funds received by the District, whether it is cash, currency, checks, debit card transactions, or credit card transactions, must be turned over to one of the staff members entrusted with the handling of the College’s funds on the same day as the receipt of funds. The staff members that are authorized to receive these funds are the personnel staffing the Registration desks and the Fiscal Clerk. Registration desks are maintained at the Central Campus, Monroe Campus, and Advanced Manufacturing Training Center. The Fiscal Clerk is located in the District Administration building. All personnel should encourage everyone making payments to the College to make these payments directly to one of the staff members authorized to receive funds for the College.

In the event an activity will end after Registration desks have closed for the day, prior arrangements must be made with the Fiscal Clerk or Registration desk to obtain a sealable tamper-evident bag and instructions for the safekeeping and timely deposit of cash received. Funds collected after Registration is closed shall be placed in the Registration cash drop safe. Cash collected from these events should not be left in desk drawers or other unsecured places.

Registration cash drawers are to be closed out, balanced, and reconciled by the Fiscal Clerk (or in the case of the Monroe Campus, the Administrative Assistant) daily. Cash closed out of the Registration cash drawers must be timely deposited in a depository authorized by the District Board. Cash drawers must always be locked or attended by the person responsible for that drawer at all times.

Registration cash drawers are not to be used for petty cash reimbursements. Currency in the Registration cash drawers is only to be used for making changes to currency transactions. Currency from the Registration cash drawers must not be used to cash or exchange checks.



BLACKHAWK TECHNICAL COLLEGE

SECTION D – FISCAL MANAGEMENT

POLICY

D-700 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	April 10, 2013
Revision Date(s)	April 17, 2018
Reviewed Date(s)	December 7, 2022
Related Forms	
Related Policies and/or Procedures	D-700.1 – Post Issuance Compliance for Tax-Exempt Obligations
In Compliance With	Internal Revenue Code of 1986, as amended. Bond Issuance Certifications Securities Exchange Act of 1934

The College recognizes that compliance with pertinent law is an ongoing process, necessary during the entire term of the tax-exempt obligations, and is an integral component of the College's debt management. Accordingly, the analysis of those facts and implementation of the Policy will require ongoing monitoring and consultation with bond counsel and the College's accountants and advisors.

A Post-Issuance Compliance Policy sets forth specific policies of the College designed to monitor post-issuance compliance:

- With applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the College on a tax-exempt or tax-advantaged basis ("Obligations").
- With applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

The College procedure documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the College.

This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

D-700 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminating related reports and information and reporting "material events" for the benefit of the holders of the College's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.

DEVELOPMENT OF WRITTEN PROCEDURES AND/OR ADMINISTRATIVE RULE

The Vice President of Finance and College Operations/CFO shall be responsible for developing, maintaining, and following written procedures and/or an Administrative Rule for monitoring post-issuance compliance.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT PROCEDURE

D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

Authority	Vice President of Finance and College Operations/CFO
Effective Date	April 10, 2013
Revision Date(s)	April 17, 2018
Reviewed Date(s)	December 7, 2022
Related Forms	
Related Policies and/or Procedures	D-700 – Post Issuance Compliance for Tax-Exempt Obligations
In Compliance With	Internal Revenue Code of 1986, as amended. Bond Issuance Certifications

The College adopted **Policy D-700 – Post Issuance Compliance for Tax-Exempt Obligations** to ensure post-issuance compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the College on tax-exempt or tax-advantaged basis ("Obligations"); and with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

The following procedures and systems are designed for monitoring post-issuance compliance generally.

- The Vice President of Finance and College Operations/CFO (the "Compliance Officer") shall be responsible for monitoring post-issuance compliance issues.
- The Compliance Officer will coordinate procedures for record retention and review of such records.
- All documents and other records relating to Obligations issued by the College shall be maintained by or at the direction of the Compliance Officer. In maintaining such documents and records, the Compliance Officer will comply with applicable Internal Revenue Service ("IRS") requirements, such as those contained in Revenue Procedure 97-22.
- The Compliance Officer shall be aware of options for voluntary corrections for failure to comply with post-issuance compliance requirements (such as remedial actions under Section 1.141-12 of the Regulations and the Treasury's Tax-Exempt Bonds Voluntary Closing Agreement Program) and take such corrective action when necessary and appropriate.
- The Compliance Officer will review post-issuance compliance procedures and systems periodically, but not less than annually.

ISSUANCE OF OBLIGATIONS – DOCUMENTS AND RECORDS

With respect to each issue of Obligations, the Compliance Officer will:

D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

- Obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents (the "Transcript").
- Confirm that bond counsel has filed the applicable information report (e.g., Form 8038, Form 8038-G, Form 8038-CP) for such issue with the IRS on a timely basis.
- Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable staff members of the College.

ARBITRAGE

The following procedures relate to the monitoring and calculating of arbitrage and compliance with specific arbitrage rules and regulations.

The Compliance Officer will:

- Confirm that a certification of the initial offering prices of the Obligations with such supporting data, if any, required by bond counsel, is included in the Transcript.
- Confirm that a computation of the yield on such an issue from the College's financial advisor or bond counsel (or an outside arbitrage rebate specialist) is contained in the Transcript.
- Maintain a system for tracking investment earnings on the proceeds of the Obligations.
- Coordinate the tracking of expenditures, including the expenditure of any investment earnings. If the project(s) to be financed with the proceeds of the Obligations will be funded with multiple sources of funds, confirm that the College has adopted an accounting methodology that maintains each source of financing separately and monitors the actual expenditure of proceeds of the Obligations.
- Maintain a procedure for the allocation of proceeds of the issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures. This procedure shall include an examination of the expenditures made with proceeds of the Obligations within 18 months after each project financed by the Obligations is placed in service and, if necessary, a reallocation of expenditures in accordance with Section 1.148-6(d) of the Treasury Regulations.
- Monitor compliance with the applicable "temporary period" (as defined in the Code and Treasury Regulations) exceptions for the expenditure of proceeds of the issue and provide for yield restriction on the investment of such proceeds if such exceptions are not satisfied.
- Ensure that investments acquired with proceeds of such issue are purchased at fair market value. In determining whether an investment is purchased at fair market value, any applicable Treasury Regulation safe harbor may be used.
- Avoid formal or informal creation of funds reasonably expected to be used to pay debt service on such issue without determining in advance whether such funds must be invested at a restricted yield.
- Consult with bond counsel prior to engaging in any post-issuance credit enhancement transactions or investments in guaranteed investment contracts.
- Identify situations in which compliance with applicable yield restrictions depends upon later investments and monitor the implementation of any such restrictions.
- Monitor compliance with six-month, 18-month, or 2-year spending exceptions to the rebate requirement, as applicable.
- Procure a timely computation of any rebate liability and, if a rebate is due, file a Form 8038-T and arrange for payment of such rebate liability.

D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

- Arrange for timely computation and payment of "yield reduction payments" (as such term is defined in the Code and Treasury Regulations), if applicable.

PRIVATE ACTIVITY CONCERNS

The following procedures relate to the monitoring and tracking of private uses and private payments with respect to facilities financed with the Obligations.

The Compliance Officer will:

- Maintain records determining and tracking facilities financed with specific Obligations and the amount of proceeds spent on each facility.
- Maintain records, which should be consistent with those used for arbitrage purposes, to allocate the proceeds of an issue and investment earnings to expenditures, including the reimbursement of pre-issuance expenditures.
- Maintain records allocating to a project financed with Obligations any funds from other sources that will be used for otherwise non-qualifying costs.
- Monitor the expenditure of proceeds of an issue and investment earnings for qualifying costs.
- Monitor private use of financed facilities to ensure compliance with applicable limitations on such use. Examples of potential private use include:
 - Sale of the facilities, including the sale of capacity rights.
 - Lease or sub-lease of the facilities (including leases, easements or use arrangements for areas outside the four walls, e.g., hosting of cell phone towers) or leasehold improvement contracts.
 - Management contracts (in which the College authorizes a third party to operate a facility, e.g., cafeteria) and research contracts.
 - Preference arrangements (in which the College permits a third-party preference, such as parking in a public parking lot).
 - Joint ventures, limited liability companies, or partnership arrangements.
 - Output contracts or other contracts for the use of utility facilities (including contracts with large utility users).
 - Development agreements provide for guaranteed payments or property values from a developer.
 - Grants or loans made to private entities, including special assessment agreements.
 - Naming rights arrangements.
- Monitoring of private use should include the following:
 - Procedures to review the amount of existing private use periodically.
 - Procedures for identifying in advance any new sale, lease or license, management contract, sponsored research arrangement, output or utility contract, development agreement, or other arrangement involving private use of financed facilities and for obtaining copies of any sale agreement, lease, license, management contract, research arrangement or other arrangement for review by bond counsel.

If the Compliance Officer identifies private use of facilities financed with tax-exempt or tax-advantaged debt, the Compliance Officer will consult with the College's bond counsel to determine whether private use will adversely affect the tax status of the issue and if so, what remedial action is appropriate. The Compliance Officer should retain all documents related to any of the above potential private uses.

D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

QUALIFIED TAX-EXEMPT OBLIGATIONS

If the College issues "qualified tax-exempt obligations" in any year, the Compliance Officer shall monitor all tax-exempt financings (including lease purchase arrangements and other similar financing arrangements and conduit financings on behalf of 501(c)(3) organizations) to assure that the \$10,000,000 "small issuer" limit is not exceeded.

FEDERAL SUBSIDY PAYMENTS

The Compliance Officer shall be responsible for the calculation of the amount of any federal subsidy payments and the timely preparation and submission of the applicable tax form and application for federal subsidy payments for tax-advantaged obligations such as Build America Bonds, New Clean Renewable Energy Bonds, and Qualified School Construction Bonds.

REISSUANCE

The following procedure relates to compliance with rules and regulations regarding the reissuance of Obligations for federal law purposes.

The Compliance Officer will identify and consult with bond counsel regarding any post-issuance change to any terms of an issue of Obligations which could potentially be treated as a reissuance for federal tax purposes.

RECORD RETENTION

The following procedures relate to the retention of records relating to the Obligations issued.

The Compliance Officer will:

- Coordinate with staff regarding the records to be maintained by the College to establish and ensure that an issue remains In Compliance With applicable federal tax requirements for the life of such issue.
- Coordinate with staff to comply with provisions imposing specific recordkeeping requirements and cause compliance with such provisions, where applicable.
- Coordinate with staff to generally maintain the following:
 - The Transcript relating to the transaction (including any arbitrage or other tax certificate and the bond counsel opinion).
 - Documentation evidencing expenditure of proceeds of the issue.
 - Documentation regarding the types of facilities financed with the proceeds of an issue, including, but not limited to, whether such facilities are land, buildings, or equipment, economic life calculations, and information regarding depreciation.
 - Documentation evidencing the use of financed property by public and private entities (e.g., copies of leases, management contracts, utility user agreements, developer agreements, and research agreements).
 - Documentation evidencing all sources of payment or security for the issue.
 - Documentation pertaining to any investment of proceeds of the issue (including the purchase and sale of securities, SLGs subscriptions, yield calculations for each class of investments, actual investment income received by the investment of proceeds, guaranteed investment contracts, and rebate calculations).
- Coordinate the retention of all records in a manner that ensures their complete access to the IRS.
- Keep all material records for so long as the issue is outstanding (including any refunding), plus seven years.

D-700.1 – POST ISSUANCE COMPLIANCE FOR TAX-EXEMPT OBLIGATIONS

CONTINUING DISCLOSURE

Under the provisions of SEC Rule 15c2-12 (the "Rule"), Participating Underwriters (as defined in the Rule) are required to determine that issuers (such as the College) have entered into written Continuing Disclosure Agreements to make ongoing disclosure in connection with Offerings subject to the Rule. Unless the College is exempt from compliance with the Rule or the continuing disclosure provisions of the Rule as a result of certain permitted exemptions, the Transcript for each issue of related obligations will include a Continuing Disclosure Agreement executed by the College.

In order to monitor compliance by the College with its Continuing Disclosure Agreements, the Compliance Officer will, if and as required by such Continuing Disclosure Agreements:

- Assist in the preparation or review of annual reports ("Annual Reports") in the form required by the related Continuing Disclosure Agreements.
- Maintain a calendar, with appropriate reminder notifications, listing the filing due dates relating to the dissemination of Annual Reports, which annual due date is generally expressed as a date within a certain number of days (e.g., 180 days) following the end of the College's fiscal year (the "Annual Report Due Date"), as provided in the related Continuing Disclosure Agreements.
- Ensure timely dissemination of the Annual Report by the Annual Report Due Date, in the format and manner provided in the related Continuing Disclosure Agreements, which may include transmitting such filing to the Municipal Securities Rulemaking District Board ("MSRB") through the Electronic Municipal Market Access ("EMMA") System at www.emma.msrb.org in the format prescribed by the MSRB.
- Monitor the occurrence of any "Material Event" (as defined in the Continuing Disclosure Agreements) and timely file notice of the occurrence of any such Material Event in the manner provided under the Continuing Disclosure Agreements. To be timely filed, such notice must be transmitted within 10 days (or such other time period as set forth in the Continuing Disclosure Agreements) of the occurrence of such Material Event.
- Ensure timely dissemination of notice of any failure to perform under a Continuing Disclosure Agreement, if and as required by the Continuing Disclosure Agreement.
- Respond to requests or ensure that the College Contact (as defined in the Continuing Disclosure Agreement) responds to requests, for information under the Rule, as provided in the Continuing Disclosure Agreements.
- Monitor the performance of any dissemination agent(s) engaged by the College to assist in the performance of any obligation under the Continuing Disclosure Agreements.

CONDUIT BOND FINANCINGS

In conduit bond financings, such as industrial revenue bonds or Midwestern Disaster Area Bonds, the College is not in a position to directly monitor compliance with arbitrage requirements and qualified use requirements because information concerning, and control of those activities lies with the private borrower. The College's policy in connection with conduit financings is to require that the bond documents in such financings impose on the borrower (and trustee or other applicable party) responsibility to monitor compliance with qualified use rules and arbitrage and other federal tax requirements and to take necessary action if remediation of nonqualified bonds is required.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-800 – CAPITAL CONSTRUCTION

Authority	President/District Director
Effective Date	June 16, 2021
Revision Date(s)	
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Technical College System Board Policy 700 TCS Chapter 5 – Facility Development Procedures Wisconsin Technical College System Financial and Administrative Manual

The President/District Director is responsible for planning and administrative management of the College’s capital outlay and construction program.

The President/District Director will annually report to the District Board a 3-year capital outlay program in accordance with Wisconsin Technical College System Board (WTCSB) Policy 700 and Wisconsin Technical College System (WTCS) Financial and Administrative Manual (FAM). The program will consist of the plans of the College concerning its future construction needs.

The Vice President of Finance and College Operations/CFO shall be responsible for the planning and programming of new construction, alterations, and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

All capital construction and renovation projects are governed under WTCSB Policy 700, TCS Chapter 5, and WTCS FAM.

APPROVED PROJECTS

The College’s construction projects shall be supervised by the President/District Director. The Vice President of Finance and College Operations/CFO shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

If the actual costs of the project exceed the District Board-approved contracted amount, additional review and approval by the District Board is required. In addition, actual costs cannot exceed the amount approved by WTCSB by 15% without WTCS Board approval. This additional approval shall be obtained prior to awarding contracts or approval of changes.