



Division of State Parks

Financial #10-8	Category 06 User Fee Overage Funds (4605)	Rev. 5/15/09	Page 1 of 2
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REFERENCES: NRS 407.0762

PURPOSE: To standardize the procedures for the expenditure of the Category 06 User Fee Overage funds.

ORGANIZATION: The division will expend money from Category 06 User Fee Overage funds for maintenance of park facilities and resources.

DEFINITION: Fee Overage- Fee collection revenue over the amount authorized by legislature for a fiscal year.

PRIOR POLICY: This policy supersedes the prior policy dated 5/19/06.

PROCEDURES:

- I. Monies will be expended in accordance with Chapter 407.0762.
- II. All projects regardless of cost require the advanced approval of the administrator and the department director. Project requests will be submitted from the park, through the regional manager, *deputy administrator*, the chief of planning and development (P&D) and *administrative services officer (ASO)*. All requests initiated by field staff will include a complete description of the project, a justification for the project, an estimated cost (if possible), and the basis for the estimate (if appropriate). *Attachment A (ADM-46) is the request form to be used. The division accounting technician will verify and track the requested funds.* The chief of P&D will make recommendations to the *Management Team* at its quarterly meetings, depending on the availability of funds. The committee will then determine the priorities for funding, with the exception of an emergency, when the administrator, chief of P&D and *deputy administrator* will make the decision.
- III. Projects with a cost of \$25,000 or more will require advance approval of Interim Finance Committee. Advance approval follows the same procedures stated in paragraph II.
- IV. *Upon approval from the Department of Conservation and Natural Resource's director, copies of the form will be submitted to the regional manager, regional facility supervisor, chief of P&D and the division's accounting technician.*

RULES:

- I. The division accounting technician will process vouchers for all expenditures made in budget account 4605, Cat. 06. All invoices, purchase orders and project/purchase description forms will be sent to the division accounting staff for processing.
- II. The State Administrative Manual rules and regulations will be followed concerning purchasing procedures on any expenditure made.

III. *A copy of the approved form will accompany all contracts using budget account 4605.*

Original signed by: SIGNED	5/19/09
<hr/> David K. Morrow, Administrator	<hr/> Effective Date

Original signed by: SIGNED	5/20/09
<hr/> Allen Biaggi, Director	<hr/> Date

Copy to regions: _____

Review Date: _____

