

ARLINGTON CENTRAL SCHOOL DISTRICT PURCHASING GUIDANCE DOCUMENT

I. Initiating the Purchase

The purchasing process starts with the identification of a need to purchase goods and services and the submission of a requisition.

All Requisitions are entered on the District's financial accounting system – Finance Manager - and must include the following:

- Item Name
- Budget Account Code
- Vendor Name (*can be selected from a look-up list*)
- Vendor ID number and address (*Automatically entered*)
- Cost Per Unit and Total Cost
- Ship to: (*your location/building initials followed by PO – chosen from a look-up list*)
- Description – must be in plain English so anyone looking at the purchase order will know what is being ordered. Must include Model/Item/Order #, Manufacturer, color, size, etc.

II. Spending Freeze

Buildings/Departments submitting requisitions subsequent to a spending freeze must include detailed justification as to why the expenditure is necessary. This may include an explanation of what the items are used for, unit/subject, etc., such as; items related to third semester classes, live science items, basic supplies for use in Art Room

When in doubt, an email should be sent to the Purchasing Agent for review detailing the items required and the justification. This way, if only some of the items are approved, the requisitioner will not need to resubmit the entire requisition.

III. Budget Account Code

The District's Budget and all account codes contained in the Budget are an integral part of the District's financial accounting system. Purchases can only be made through the use of codes, and selecting a budget code when making a purchase is essentially the reverse of budgeting. When the budget was developed, spending needs were anticipated and entered into budget lines. When purchases are made, those same budget codes are used in recording the purchase and expense.

When completing a Requisition, proper coding is essential to the integrity of the budget process and to controlling expenditures. Purchases must be coded to the appropriate code rather than to a code that may have available funds. If the appropriate code does not have sufficient funds, a transfer of funds must be submitted. In the perfect world, coding is obvious. When purchases seem as though they can be applied to two or more codes, the proper use of codes becomes ambiguous. Here, the Budget Initiator, or person with the authority and responsibility for creating the Budget lines in question should be consulted. The Business Office can also be called for assistance.

Finance Manager will only allow a Requisition to be entered using a code that has sufficient funds remaining to pay for the purchase. As soon as a Requisition is first entered, the amount of money necessary to pay for the purchase is automatically “encumbered,” or marked as no longer available to make other purchases. At any time, staff with access to Finance Manager can review or print a Budget Status Report. The report lists the initial budget balances for all budget codes, any additional funds that may have been added or withdrawn from the code through a budget transfer, the amount of expenditures to date, the amount of outstanding encumbrances, and the amount of funds available for future purchases. Budget Status Reports are an important planning tool for Budget Initiators, and providing real-time access to Budget Status Reports is one of the primary reasons for updating the District’s accounting system.

IV. Vendor Name

Vendors must be selected from existing vendors. The input screen will allow a search and will automatically enter the vendor number. While the District’s list of vendors is extensive, there may be times when goods or services must be purchased from a vendor that is not on the list. Please call the Business Office to have a vendor added to the list.

V. Description of the Goods or Services Being Purchased

The Description field has two basic purposes:

- A. The Description should provide additional detail that cannot be determined through the budget code alone. For instance, the budget code 2110.480 will identify an order for text books. The written Description will allow the District to identify the grade level, subject matter or other detail of the text book purchase. Matching the written description to the budget code helps other people involved in the purchasing process determine if the code used for the purchase is appropriate.

- B. The Description **must also include** the process used in selecting a vendor and pricing. The following are examples of vendor/price selection options:
1. State/Government Contract - Many goods and services can be purchased through a State or local government contract. This is possible because the State has essentially conducted a bidding process itself, and the District is “piggybacking” on the resulting bid pricing.
 2. Three Quotes - In most cases, comparison quotes must be obtained when purchasing goods and services sold by more than one vendor unless they are purchased through State/Government contract. (Please see page 11 for additional guidance.)
 3. Bid – Some goods and services must be purchased through a competitive bidding process. The rules for when a bid is necessary are described in the next section.
 4. Unique Vendor – For some items there may be a unique or severely limited number of suppliers to the extent that it is impossible or impractical to procure three quotes. Computer software or other proprietary equipment or service is an example.
 5. Other – For situations that do not fall into one of the above categories – call the Business Office for assistance.

VI. State/Government Contracts

A number of items (goods and services) used by the District can be purchased through the NY State Government Contract. Items available are listed on the NY Office of General Services website -- <http://www.ogs.state.ny.us>.

A quick visit to this site is worth the education and information. The above address brings you to an opening screen where, you will need to select the Procurement tab, then contract tab at the bottom of the contract page the “search contract awards” button is available. This will take you to a screen that will allow you to enter any item for search. If you entered a search for pencils, for instance, you will be led to the contract for school and art supplies.

The State Contract number must appear on the purchase order. If it is not, the purchase will not be eligible for approval. In addition, the state contract document must be attached to the accounts payable copy of the purchase order.

VII. Quotes, Bids and Compliance with Laws and Policies

New York State Law requires the purchase of goods and services at the best possible price. To minimize the necessity for soliciting quotes or bids, when possible, purchases should be made through the State/Government Contract.

Departments cannot split the purchase of like items between vendors to avoid the quotation process requirement.

- A. Employees may not represent themselves to vendors as having the authority to make commitments on behalf of the District. As staff prepare requisitions, the District sincerely appreciates their efforts to obtain price information on items. However, it should be made quite clear to vendors that only a quotation is being requested and an order is not being placed. All funds in the custody of the school district are public funds regardless of their source (i.e. taxes, donations, etc.). Persons who make purchases before obtaining all approvals, do so at their own risk and may not be reimbursed for such purchases.**

VIII. Budget Transfers

The Finance Manager System will not allow the creation of a Requisition that overdraws a budget line item. In order to purchase a good or service when insufficient funds remain in any one account, the Budget Initiator may request a transfer of funds between accounts within that Budget Initiator's area of authority and responsibility. For instance, if a budget line for conferences and travel is insufficient to send three teachers to a conference, the Building Principal may request a transfer of funds from another Budget line item.

State Law prohibits budget transfers from being made into equipment account codes. All equipment purchases must be included in the original budget presented to the public for vote.

IX. Requisition Approval by Budget Initiators

Once the basic information concerning a purchase has been entered into the system, the Requisition record is available to Budget Initiators on the Finance Manager System. Budget Initiators are District employees with responsibility and authority over individual budget line items such as Building Principals, Supervisors, Directors, and some Department heads. Budget Initiators must authorize the purchase before it can be approved by the Purchasing Agent. When the Budget Initiator approves the purchase, he or she also authorizes the use of funds and budget codes from which these funds are taken. **Budget Initiators**

should also check to see if the proper code is used and whether the required quotes or State Contract numbers are in the Description field.

X. Final Approval – Purchasing Agent

All purchases must be approved by the District’s Purchasing Agent in the form of a purchase order before the fact. The Purchasing Agent’s authority is granted by the Board of Education at the re-organizational meeting each summer.

In reviewing Purchase Orders, it is the Purchasing Agent’s responsibility to ensure all purchases are in compliance with the District’s policies and applicable laws. The Purchasing Agent may also question purchases that may seem to breach the bounds of ethics. For instance, let’s assume a Purchase Order has been placed on the system and approved by a Budget Initiator for an office chair that costs \$1,000. The chair may have been purchased on State Contract and charged to the appropriate account. However, the purchase may give rise to the question of whether the District should purchase such an expensive chair. While the purchase may be legal, the Purchasing Agent will consider whether the purchase can be explained and defended or if it has the potential of generating considerable public discussion. It is the Purchasing Agent’s responsibility to help identify instances of poor judgment, and at times, will consult with the other Central Office Administrators for guidance or additional approval.

Open Purchase Orders - The method for approving payments/invoices for “Open Purchase Orders” is as follows:

Where various items are expected to be purchased or serviced at different times throughout the year, a special system must be set up for informing Accounts Payable that the goods have been received or serviced.

- 1) When you receive your copies of the purchase order, make multiple copies of the “Requisitioner Proof of Receipt” copy to keep in your file. Each time a service is performed related to that Open Purchase order, a Proof of Receipt copy should be marked as follows:
 - ok to pay and the amount to pay
 - sign and date

If you have an invoice, that too must be approved to pay by writing on the invoice “ok to pay, sign and date”. These are then to be sent to Accounts Payable.

- 2) Once you have received the final invoice on that purchase order, send the “Requisitioner Proof of Receipt Copy” to marked in large writing – FINAL PAYMENT – PAY AND LIQUIDATE PURCHASE ORDER. Sign your name and date where indicated on the bottom of the copy.

It is important that you notify accounts payable that this is the final payment so that unused funds, if any, can be released and put back into that particular codes' available balance. This would be the case if the equipment was not serviced as often as originally thought and the full original encumbrance was no longer needed.

XI. Guidance on Meal Purchases

As a special case of purchasing, there are times when a Budget Initiator may require employees in the Initiator's area of responsibility to attend meetings held during meal times. According to the Opinion of the State Comptroller No. 81-38, "where attendance by a District employee is determined that such attendance will serve the interests of the District, the cost of meals consumed by all persons in attendance may be paid for by the District as a proper District expenditure." The opinion goes on to state payment for meals is a proper District expenditure when: "the employee is prevented from taking time off for food consumption due to a pressing need to complete business at hand."

Specific instances when meals would be an appropriate District expense include any meal provided in conjunction with a meeting where employees are required to attend for the purpose of conducting or discussing District business. For Superintendent Conference Days or other days where employees are required to be at work either before or after their scheduled hours of work, and when those hours are considered meal times, food service may be provided at District expense. During all-day sessions when District business is conducted, and when there is insufficient time for employees to be released for meal purposes, the meal is considered incidental to the main purpose of the meeting and a proper District expense.

Food service for "hospitality" purposes is not a proper District expenditure. This includes all food service offered at times other than meal times when employees have sufficient time off during meal times. For the purposes of this guidance, meal times are: before 8:30am; between the hours of 11am and 1pm; and 5pm and 7pm. Food service may be offered at a meeting after 7pm when one or more persons attending is serving the interest of the District, and when that employee may not have had an opportunity to secure a meal before the meeting starts. Food service provided during Board of Education meetings is considered an appropriate District expense.

For all Purchase Orders involving the purchase of food service, the Purchase Order shall indicate in the Description Field that the meal or food service is for District business purposes and the number of persons attending. The Budget Initiator's approval of the Purchase Order indicates that the meeting is documented by an Agenda and such documentation is maintained in the Budget Initiator's files.

XII. Special requirements for purchases of furnishings and equipment:

1) Equipment Definition and Threshold

Equipment is defined as tangible **non-consumable items** having a useful life of one or more years and an acquisition cost of \$5,000 or more per unit or in aggregate if, as a group, are valuable enough to justify providing some type of control over their safety, use, location and condition (such as chairs and desks, computers, laptops).

All purchases of furniture and equipment valued over \$5,000, and for purchases of all computer and electronic equipment shall be made through the following procedure:

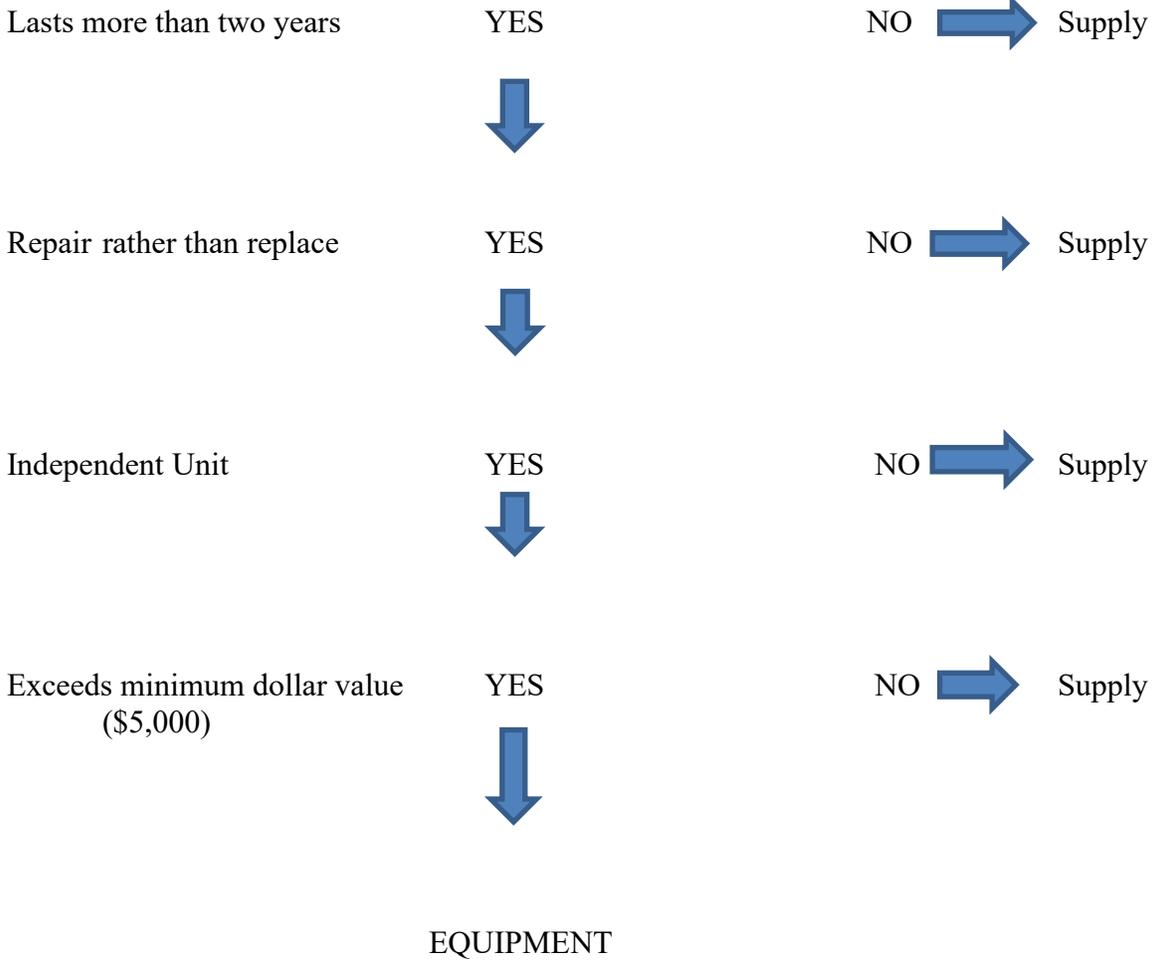
- A. Budget initiator completes Requisition. (Computer and electronic equipment purchases should be based on IT department's recommendation).
- B. Purchasing Agent approves requisition as appropriate
- C. Purchasing Department sends copies of the PO to the Vendor, Budget Initiator, Accounts Payable and the Receiving Department.
- D. Equipment is ordered by the BI the IT department or Business Office. Equipment delivery is directed to the Budget Initiator.
- E. The Budget Initiator or his designee receives and opens the package, compares its contents against the PO, and sends a stamped copy (indicating receipt of goods) of the PO to Accounts Payable for invoice processing.

2) Equipment Criteria

Any instrument, machine, apparatus or set of articles that meets all of the following criteria:

- Retains its original shape, appearance and character with use
- Does not lose its identity through fabrication or incorporation into a different or more complex unit or substance
- Is an independent unit rather than being incorporated into another unit item
- It is more feasible to repair the item than to replace it with an entirely new unit
- Under normal circumstances it is expected to last at least one year.

Flow Chart for Determining if Equipment or Not



XIII. Lodging and meals when traveling on School business

Meals and lodging expenses will be paid by the District for Board members and employees traveling on approved District business.

All conference/workshop attendance must be pre-approved by the employee’s supervisor upon submission of a conference request through My Learning Plan, indicating the expected cost of conference/workshop, travel, and meals.

For persons attending conferences or workshops that require an overnight stay, the District will directly pay or reimburse personnel for the cost of the least expensive lodging option offered through conference or workshop registration.

Reimbursable meal charges:

- a. Meal charges, including gratuities of up to 15% of the meal charges, up to the maximum amounts for breakfast, lunch and dinner allowed under the United States Government Services Administration Meal Expense Breakdowns (available at <http://www.gsa.gov/mie>) and upon presentment of itemized receipts, for persons traveling for district-related business. The daily total per diem rate category is to be determined by the United States Government Services Administration current Domestic Per Diem Rate Chart (available at <http://www.gsa.gov/perdiem>). There shall be no reimbursement for alcoholic beverages. Any request for reimbursement for meals must include a detailed restaurant receipt indicating the number of guests, all items purchased, the dollar amount of each meal and the date and time of the meal. A credit card receipt or restaurant stub is insufficient for reimbursement. This reimbursement policy refers only to meals.
- b. When an individual travels on District business, and the meal expenses are within the GSA guidelines for meals, **the traveler has the option of submitting receipts for reimbursements or taking a lump sum for meals.** The traveler, using this option, will receive a lump sum for meal expenses based on the number of days traveled. Receipts will not be required when the traveler uses the lump sum option. Meals for the first and last day of travel, will be at the GSA rate for the location of travel.
- c. For daily travel to a meeting or conference, the individual will be reimbursed at the GSA Meals and Incidental Expenses rate for breakfast, lunch, and or dinner. This will be a lump sum payment reimbursement, and receipts will not be required.
- d. When the conference/meeting attendee has meals provided as a part of the registration for the conference, the traveler cannot claim reimbursement for the meals provided. If, however, some of the meals are provided under the registration fee, and others are not provided, the traveler will be reimbursed for appropriate meal costs not covered by the registration fee.
- e. Travelers are expected to make a good faith effort to use District tax exempt certificates, when possible. If an establishment will not accept a certificate, the traveler will be reimbursed for the full cost of the meal. The cost of the meal will exclude taxes

XIV. Requisition Processing

For goods and services involving State/Government Contracts or Bids, requisitions must include the contract or bid number. For goods and services where quotes are necessary, quotes must be received by the Business Office before a Requisition will be eligible for approval. All quotes / required supporting documentation must be attached to requisition.

XV. Requisitions Pending

Finance Manager can run a report under the Query Requisition section which will show the status of your requisitions. Please check this report prior to calling the Business Office to find out the status of your requisitions. If one of your requisitions has been denied, you will need to select "Re-submit Requisition" from the menu. After you make the necessary change requested the requisition will go back into the queue of your approver.

XVI. The Purchase

Once requisitions have been approved, the Purchasing Department converts the requisition to a purchase order. Five copies of the purchase order are printed.

1. Vendor Copy – This copy is mailed / emailed to the vendor unless the Business Office is otherwise instructed.
2. Accounts Payable – This copy is retained in the Accounts Payable and used to match with the invoice for payment.
3. Requisitioner File Copy – accessible through remote printing in N Vision.
4. Requisitioner Proof of Receipt Copy – This copy is accessible through remote printing in N Vision. Please see section XVII for procedures of the Requisition Proof of Receipt Copy.
5. Receiving Copy – This copy is sent to the Receiving Department and is used to check in items when they are received in Central Receiving.

XVII. Delivery and Receipt of Goods and Services

Once the order has been placed and received, it is the Requisitioner's responsibility to stamp or otherwise sign the Proof of Receipt copy of the Purchase Order indicating the goods or services have been received. This copy must then be forwarded to the Business Office for further processing and bill payment. If the requisitioner is also in possession of an invoice, that also must be marked "ok to pay" and sent back to Accounts Payable. It is the Purchasing Agent's responsibility to verify that all goods and services paid for by the District have been purchased properly and actually received before payment is authorized. The Proof of Receipt copy of the Purchase Order with the Requisitioner's signature is a critical component of the process.

Verifying receipt of goods and services is performed by the District's Accounts Payable staff and the process is one of the most time consuming steps in the entire purchasing and payment process. **Requisitioners are encouraged to use very large/bold markers when signing the Proof of Receipt copy of the Purchase Order indicating receipt of goods and approving the processing payment to the vendor.**

When purchases require multiple deliveries and partial orders, only one copy of the Purchase Order will be printed. In these cases, Budget Initiators or his or her designee should make copies of the Requisitioner Proof of Receipt Copy and acknowledge receipt of goods and services on copies as received.

6700-E.1

PURCHASING EXHIBIT*Methods of Competition to be used for Non-Bid Procurements*

Procurements	At Discretion of Purchasing Agent	3 Written Quotes	BID/RFP	Other
Purchase Contracts Below \$ 20,000				
\$ 1 - \$ 10,000	√			
\$ 10,001 - \$19,999		√		
Contracts for Public Works Below \$ 35,000				
\$ 1 - \$ 19,999	√			
\$ 20,000 - \$34,999		√		
\$ 35,000 +			√	
Emergencies				√
Insurance				√
Professional Services				
\$ 1 - \$ 10,000	√			
\$ 10,000 +			√	
Leases of Personal Property				√
Second-Hand Equipment from Other Governments				√
Certain Food & Milk Purchases				√
Sole Source (for example, patented or monopoly item)				√

Unauthorized Purchases

All purchases, regardless of the source of funds (donations, grants, etc.), are public funds subject to review for appropriate use, verification of sufficient funds, and bidding requirements. Funds may not be committed without the authority of the purchasing agent. This means that staff may not purchase items with the expectation of being reimbursed unless they have prior approval by the purchasing agent. For additional guidance on federal grants, please see BOE Policy #5413.

There should be very few cases where it is necessary for staff to purchase items and then be reimbursed. However, in those few cases, they must obtain prior approval from my office or they will not be reimbursed. However, even if approval is given to staff to purchase items, the district cannot reimburse for sales tax.

Claim Forms

The number of items that are paid on a claim form rather than through the purchase order process should be limited. The use of claim forms subverts the purchase order process and the ability to make sure funds are available prior to any commitment. In addition, payments made on claim forms are more difficult to track and there is greater chance for duplicate payments since there is no reference number (PO number).

Open or Blanket Purchase Orders –

An open purchase order is an unitemized order that is placed with selected vendors by the purchasing agent. It authorizes school district employees to receive immediate delivery for items of small dollar amounts. These include perishable items or items not anticipated but are needed for the continued operation of a department or program. Examples of these purchases are: cooking supplies for the Home and Career Program and plumbing and electrical supplies for the maintenance department. Other departments of the school district may also utilize the open purchase order system and thus may save time, paperwork, and assist in maintaining internal control of the budget.

Open purchase orders should indicate the name(s) of the staff member(s) authorized to use the open purchase order.

When the initial period of time for which the open purchase is valid has lapsed or is near expiration, another order may be issued or a written request to increase the purchase order and the process repeated. It should be understood by all concerned that the District is not obligated to expend the full amount stated on the open purchase order.

If a building determines that the full amount of the open purchase is no longer required, written notice should be sent to the Business Office to decrease the encumbrance or close the purchase order.

ARLINGTON CENTRAL SCHOOL DISTRICT CONFERENCE AND TRAVEL REIMBURSEMENT PROCEDURES

Reimbursable Expenses



Mileage -

67.0 cents per mile – for miles travelled January 1, 2024 –December 31, 2024

70.0 cents per mile – for miles travelled January 1, 2025 –December 31, 2025

The IRS requires substantiation of all mileage for which reimbursement is claimed. You must attach a printout from MapQuest (**or a similar site**) showing the total distance from your home or your building (**whichever is closer**) to your destination.

Tolls and parking will also be eligible for reimbursement as long as receipts are submitted.

****Distance is from work to your destination unless your home is closer.***

Transportation –

Limo services and other luxury vehicles will not be covered if the cost is greater than mileage and airport parking.

Employees travelling together must carpool and share expenses unless there is a valid reason that is not possible.



Conventions, Seminars, Conferences – Registration and Lodging

Be sure to submit under My Learning Plan.

If you are paying for the conference and lodging for reimbursement at a later date, be sure to obtain a tax-exempt form from the Business Office.

Registration, workshop and other fees and lodging as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the District. Receipts must be submitted showing proof of amount and date paid.

Expenses on nonessentials (snacks, minibar, literature, books, etc.) and activities unrelated to official business are considered personal expenses and will not be reimbursed by the District.



Meals

Reimbursable meal charges:

a. Meal charges, including gratuities of up to 15% of the meal charges, up to the maximum amounts for breakfast, lunch and dinner allowed under the United States Government Services Administration Meal Expense Breakdowns (available at <http://www.gsa.gov/mie>) and upon presentment of itemized receipts, for persons traveling for district-related business. The daily total per diem rate category is to be determined by the United States Government Services Administration current Domestic Per Diem Rate Chart (available at <http://www.gsa.gov/perdiem>). There shall be no reimbursement for alcoholic beverages. Any request for reimbursement for meals must include a detailed restaurant receipt

indicating the number of guests, all items purchased, the dollar amount of each meal and the date and time of the meal. A credit card receipt or restaurant stub is insufficient for reimbursement. This reimbursement policy refers only to meals.

b. When an individual travels on District business, and the meal expenses are within the GSA guidelines for meals, **the traveler has the option of submitting receipts for reimbursements or taking a lump sum for meals.** The traveler, using this option, will receive a lump sum for meal expenses based on the number of days traveled. Receipts will not be required when the traveler uses the lump sum option. Meals for the first and last day of travel, will be at the GSA rate for the location of travel.

c. For daily travel to a meeting or conference, the individual will be reimbursed at the GSA Meals and Incidental Expenses rate for breakfast, lunch, and or dinner. This will be a lump sum payment reimbursement, and receipts will not be required.

d. When the conference/meeting attendee has meals provided as a part of the registration for the conference, the traveler cannot claim reimbursement for the meals provided. If, however, some of the meals are provided under the registration fee, and others are not provided, the traveler will be reimbursed for appropriate meal costs not covered by the registration fee.

e. Travelers are expected to make a good faith effort to use District tax exempt certificates, when possible. If an establishment will not accept a certificate, the traveler will be reimbursed for the full cost of the meal. The cost of the meal will exclude taxes

Services Administration current Domestic Per Diem Rate Chart (available at <http://www.gsa.gov/perdiem>).

The cost of alcohol shall not be reimbursed under any circumstances.

Reimbursement will not be made for snacks or beverages and food purchased before or after the conference, or food consumed on a day other than the day purchased.



Tiping and Gratuities §

Reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted if itemized receipts are provided.

Be sure to review your claim prior to submission. Claims lacking detail or clarity will be adjusted and reimbursement will be made based on the information available at the time.

Reference: BOE Policy 6830

Mileage Rate for 2024

The IRS mileage reimbursement rate for travel is as follows:

Note

Rate change



January 1, 2024 – December 31, 2024 .67 cents per mile

- All claims for miles travelled during the 2023-2024 school year (July 1, 2023– June 30, 2024) must be submitted no later than July 6, 2024.
- Claim forms are available in the Main Office of each school building and on the District website.
- Claim forms must be submitted to the Building Principal for approval/signature.

Please be aware that the IRS requires substantiation of all mileage for which reimbursement is claimed; check the mileage of your trips between District locations on the District Mileage Chart. **For other trips, please attach a printout from MapQuest (or a similar site) showing the total distance from your home or your building (whichever is closer) to your destination and the total mileage for that trip.** A printout such as this should be attached to every claim form, purchase order and conference request which involves travel out of the District. Please note that a business trip which can be accomplished during your normal workday commute (such as to a bank or post office), without extending that commute, is not considered a reimbursable trip.

District Mileage Chart

Schools	ASM *	AHS	OPS	TIS	TRV	WST	NX	BKM	LMS	UMS/ VF	CAO- Todd Hill
ASM	☀	6.9	2.8	3.8	6.2	5.5	7.0	15.7	7.2	11.3	8.7
AHS	6.3	☀	4.5	5.5	6.6	7.6	3.3	9.0	1.3	5.1	2.5
OPS	2.4	4.5	☀	2.2	5.5	5.5	5.0	12.8	5.5	9.3	6.6
TIS	3.7	5.5	2.2	☀	7.6	7.8	4.3	12.0	5.8	9.0	7.3
TRV	5.8	6.6	5.5	7.6	☀	1.6	8.7	16.1	7.4	11.3	8.6
WST	5.4	7.6	5.5	7.8	1.6	☀	9.6	17.0	8.4	12.2	9.6
NOX	6.4	3.3	5.0	4.3	8.7	9.6	☀	7.6	1.8	4.7	3.1
BKM	15	9.0	12.8	12.0	16.1	17.0	7.6	☀	9.6	5.2	6.7
LMS	6.8	1.3	5.5	5.8	7.4	8.4	1.8	8.0	☀	5.6	3.0
UMS/ VF	10.8	5.1	9.3	9.0	11.3	12.2	4.7	5.2	5.6	☀	2.8
CAO – Todd Hill	8.2	2.5	6.6	7.3	8.6	9.6	3.1	6.7	3.0	2.8	☀

ASM - This location includes the Maintenance and Transportation Office