

Message

From: Bertolino, Louis E (SAO) [louis.e.bertolino@state.ma.us]
Sent: 5/22/2018 6:56:30 PM
To: Lawrence Oliveira [/O=BCSO/OU=DHOC/cn=Recipients/cn=LAWRENCEOLIVEIRA]
Subject: RE: Credit card reimbursement clarification

Sounds good Larry,

We have a meeting tomorrow in Boston, so we probably won't bump into you till after your vacation. I will be taking a long weekend myself. Weather looks good so far.

Since your travel reimbursement policy states meals ARE reimbursable and the credit card is the bsco's card, and not the comptroller's "p card", I don't think my office will have any issue with it. Perhaps at worst you might have to edit your card policy to mention it being used for travel and it's expenses. But agreed, we will talk about that when you return.

I might need a few more back up documents such as any advertisement for the reason of the hotel and flights for the sheriff, just like we did for the previous travel transactions.

But I'll let you know which ones after the holiday.

Thanks again for your help and enjoy your weekend!

Lou

From: Lawrence Oliveira [LAWRENCEOLIVEIRA@bcso-ma.org]
Sent: Tuesday, May 22, 2018 2:40 PM
To: Bertolino, Louis E (SAO)
Subject: RE: Credit card reimbursement clarification

Hi Louis,

Answer to #1 is yes. We have an employee reimbursement for that would be filled out by the employee, then either the Superintendent/Sheriff/Chief of Staff and then by myself as CFO in order to be reimbursed.

Answer to #2 is yes we follow The &F policy. When I received training with the Comptroller's Office, I was told no alcohol or tobacco products. We were not informed about meals while at a conference or meeting out of town.

We can discuss further next time you are here.

I am away Thursday through Monday.

Larry

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From: Bertolino, Louis E (SAO) [mailto:louis.e.bertolino@state.ma.us]
Sent: Tuesday, May 22, 2018 10:16 AM
To: Lawrence Oliveira
Subject: Credit card reimbursement clarification

Good morning Larry.

I just wanted to clarify two things on your CC and reimbursement policy that you provided.

1- On your policy 02.01.00 Section M Employee expense reimbursement- Paragraph 2- states that "expense reports" must be completed and submitted for reimbursement. I may have already answered my own question, but I am assuming the "expense reports" that need to be submitted is only if an employee uses their OWN money for an expense, and NOT utilizing the BCSO BOA credit card?

2- Section N- Credit card controls:
Mentions that the BCSO must follow the document entitled "Commonwealth CC use policies and procedures" The only document I can find with that title is from ANF and talks about "P card" use. Which if I'm correct, is a credit card provided BY the Commonwealth to an agency.

Here is the link- <http://www.mass.gov/anf/budget-taxes-and-procurement/admin-bulletins/credit-card-use-policy-and-procedures-anf-22.html>

If that is indeed the document you are referring to in section N, the document from ANF seems to only talk about their "P card".

If you still are utilizing the document version I linked to, (even though its referring to a state provided p-card) the problem I am seeing is that: THOSE rules on the link I provided specifically state meals are not included for any travel related cost.

So, I am thinking that:

A- there may a different version you are referring to for "commonwealths CC use policies and procedures" ? (if so do you have a link to it) or,

B- You are only using the portion of the ANF's policy as a starting point since its referring to a "P card". And your Section N "incidental purchases" technically supersedes the ANF policy and therefore allows the use of your credit card for meals during travel (since its NOT a Commonwealth provided "P card").

Hope those questions make sense.

Thanks

Lou

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