

Grant Accounting

DPS Grant Policy

GMIS

Cash Management

DPS Policy

GMIS

Admin - Marlon

PROCUREMENT

The Division of Purchases is committed to:

Achieving the best value for the State of Maine, balancing the quality of goods and services against their costs;

- Maintaining an open and competitive procurement environment;
- Being accountable and transparent in all of our dealings;
- Ensuring equal opportunities for all, without regard to race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation; and
- Striving for continuous improvement in our procurement practices.

Procurement Policies / Rules

The following sets of policies and rules are available to view online. Make a selection from the list.

Policy & Procedure Manual ONLINE

Policy and Guidelines for Sole Source Justification

Policy on Contract Renewals and/or Amendments

Procurement Guidelines Per Executive Order

Environmentally Preferable Procurement Policy

Chapter 110 - Rules For the Purchase of Services and Awards ✓

Chapter 120 - Rules For Appeals of Contract and Grant Awards ✓

Chapter 130 - State Purchasing Code of Conduct

Chapter 155 - Rules defining an equivalent basis for cost comparison between state employee and private contractor provision of services

American Recovery and Reinvestment Act – Procurement Guidance

DPS ARRA SITE

Agency Procedural Memos

Financial Reporting & Analysis

The Financial Reporting & Analysis Division prepares and distributes numerous financial reports, including:

- Maine's Comprehensive Annual Financial Report, which is prepared in accordance with generally accepted accounting principles (GAAP);
- Maine's Schedule of Expenditures of Financial Awards (SEFA), which is prepared in accordance with the United States Office of Management & Budget (OMB) Circular A-133;
- The State's Monthly Undedicated Revenue Reports for the General and Highway Funds; and,
- Selected budgetary financial information, prepared on the State's modified cash basis of accounting.

This Division is responsible for coordinating the annual financial closing process with all State agencies and Component Units; coordinating the annual financial audit and Statewide Single Audit with the State Auditor; and, compiling the Statewide Cost Allocation Plan (STA-CAP). This Division also coordinates reporting governmental capital assets, as well as trust and proprietary fund assets.

Members of our staff act as Agency Liaisons to provide technical assistance, training and information to CFO's and other financial personnel statewide. Our continuing goal is to help State agencies develop sound internal controls, properly record financial transactions, and comply with all applicable laws and rules relating to financial matters.

Office of the State Controller

The Office of the State Controller (OSC) has the following functions:

- Statewide support Bureau in all areas of responsibility
- Statewide accounting and appropriation control
- Review, approve and consolidate all accounting transactions for all agencies within the Executive, Legislative and Judicial branches of government
- Establish and monitor State accounting policies and procedures
- Establish and administer State travel and expense policies
- Review, compile and report all Statewide accounting information

Travel

This section is intended for State of Maine employees who are required to travel. The State Controller is required, with the approval of the Commissioner of Administrative & Financial Services, to establish policies for travel expense reimbursements.

Special Budget and Expenditure Order of July 1, 2007

For policies and procedures for Travel, please see the State Administrative and Accounting Manual, Chapter 10 - Travel.

Travel Expense Form (Excel)

Travel Advance Form (Excel)

Air Travel Quote Form (Excel Format)

Air Travel Quote Form (PDF)

Corporate Travel Card Program

Inventory Controls Chapter 35/Fixed Assets Chapter 30

Personnel/Time Attendance

Maine State - Time and Attendance Management System (MS-TAMS)

The Maine State – Time and Attendance Management System (MS-TAMS) is designed for State employees to record time worked and leave taken. It replaces paper time sheets, for all employees whose agencies have computer access to the State's Wide Area Network (WAN).