

MAPS 2022 Changes

FIN 4.1.D.3 – Amount only box must be selected on all purchase orders and requisitions.

FIN 4.13.1 – Individuals are required to attend DFA Purchasing 101 after receiving a procurement violation or MAPs violation.

FIN 5.3.D.6 – Mailout agencies must be approved by FCD.

FIN 5.4.D.3 – Warrant cancellations must be submitted to FCD electronically.

FIN 5.8.D.4 – Board/Commission members must notate on the ISTE how long a meeting lasted and if attendance was in person or virtual.

FIN 5.9 – Warrant issued for 80% advance travel cannot be canceled through the normal cancellation process.

FIN 5.10.B.1.d & e – attachments should be submitted in SHARE as a PDF file (single file preferred). The payment message box must be populated on all payment vouchers.

FIN 5.14.B.1.c & d– W9s must have a wet signature or verified digital signature. Agencies are also required to verify the accuracy and legitimacy of all W9 submissions to prevent fraud.

FIN 5.16 – Purchasing card policies were updated.

FIN 13.1.D.4 – External systems must be approved in writing by FCD on a go forward basis.