

Indiana Department of Administration
STANDARD HAND TOOL REIMBURSEMENT PROGRAM GUIDELINES
Responsible Department: Operations - Fleet & Facilities
Effective: March 20, 2014

PURPOSE

To provide Indiana Department of Administration (“IDOA”) employees, who work in a shop environment, required hand tools to effectively perform their job duties.

SCOPE

This policy applies to all Indiana Department of Administration Fleet Service employees including mechanics, technicians, and foreman, as well as all Facilities Maintenance employees.

PROGRAM REQUIREMENTS

- Employees performing work activities that require utilization and possession of hand tools on a daily basis.
- Employee must maintain a lockable metal storage tool chest or cart to secure tools.
- Full Time employees are eligible for reimbursement up to \$400 per fiscal year (July 1-June 30) for basic, non-powered hand tools, including metal tool locker(s).
- Employees leaving IDOA employment in good standing may submit a reimbursement form and receipt(s) at time of notice for processing. Employees leaving IDOA employment not in good standing will not be eligible for reimbursement.
- Written approval for all tools or equipment that is eligible for reimbursement must be received in advance from the Director of Fleet Maintenance.

RESPONSIBILITY

- Employees are responsible to ensure that all needed hand tools are available and in proper working condition. Failure of employee to comply may result in corrective action up to and including termination.
- Supervisors must define the required tools based on location requirements and communicate to employees. Employee communication of tool expectations must be formally documented in writing.
- Supervisors and managers are responsible for ensuring employee compliance with needed tools, including employee awareness of this reimbursement program.

REIMBURSEMENT PROCESS

Because the employee is purchasing tools, the transaction IS subject to Indiana Sales Tax, as required by the Indiana Department of Revenue (IDOR). The annual reimbursement will be for the actual cost of the tools, tax included, up to a maximum of **\$400 for full time employees**. Eligible IDOA employees shall be reimbursed for their purchase of tools by the following procedure:

1. Employees are eligible to submit for reimbursement for tools as purchased during the fiscal year (July 1- June 30) to the Director of Fleet Maintenance.
2. A vendor Information Form (SF 53788) must be completed, when applicable, and faxed/transmitted to IDOA Accounting. Standard Hand Tool Reimbursement Program Guidelines effective August 19, 2013
3. Employee's signature must be on the receipt provided as proof of purchase of the tool(s). The signature must not cover up the transaction on the receipt. The employee may sign the back of the receipt if there is not enough room on the front side. In this case, both sides of the receipt shall be submitted.
4. Administrative staff is responsible for processing the receipt for payment will post the transaction to the appropriate system under Account Code: 599213 AdmOp-EmpReimb-Tool-Allowance.
5. In the event an employee purchases tools that exceed the maximum eligible amount permitted by IDOA reimbursement will be made only for the maximum reimbursement amount of \$400.00.
6. Please note: If the employee purchases tools less than the maximum allowance, along with additional personal items, the appropriate IDOA personnel shall be responsible for calculating the Indiana sales tax for only the tools and indicate the total for reimbursement (cost of tool(s) plus tax) on the receipt.

APPROVAL



Jessica Robertson, Commissioner

March, 19 2014

Date