

Instructions for Accessing Pesticide Applicator Training (PAT) County Funds

Montana State University Extension

October 19, 2016

It is the responsibility of the County PAT Coordinator to train administrative staff so PAT County Funds are used within the rules and policies of Montana, Montana State University, Montana State University Extension and the Montana Pesticide Applicator Training Program.

Contact your Regional Department Head (RDH) to determine if appropriate purchases for PAT training programs could be made using the RDH's purchasing card.

Steps for reimbursement:

1. Verify your balance in the PAT account for your county. The MSU Extension Pesticide Education Program (PEP) office will post quarterly updates. Contact [Cecil Tharp](mailto:ctharp@montana.edu) (ctharp@montana.edu) for an update.
 2. To obtain payment of reimbursement for authorized expenditures, send [Banner Payment Authorization](#) (BPA) and receipts/invoices to your RDH for signature and submission for reimbursement. Contact Jason Killam with MSU Extension for directions in filling out your BPA. **Jason often prefers to do this for you!** He can be reached at jason.killam@montana.edu; (406) 994-5104.
 3. Indicate in an e-mail memo or under "Additional Information" on the BPA, any information about county payment splits, how payment should be made, vendor payment, account reimbursements, etc.
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Use of PAT County Funds:

1. PAT County Funds can be used for the entire equipment purchase if the equipment purchased is to be used for pesticide-related presentations or for pesticide applicator training more than 50% of the time.
2. If equipment is used less than 50% of the time for pesticide education, PAT County Funds may pay for ONLY that portion of the purchase. For example, if the county is going to use a laptop computer 80% of the time for day-to-day office work and 20% of the time for pesticide education uses, the PAT County Funds may pay only 20% of the purchase cost. Please detail these splits on the BPA.
3. PAT County Funds can also be used to rent meeting space, purchase meeting refreshments, travel to pesticide-related meetings, purchase pesticide educational tools, purchase pesticide-related educational materials, travel and per diem reimbursement for speakers at pesticide-related training events and speaker fees.
4. Pesticide Applicator County Funds:
 - a. CANNOT be used to purchase ATV's or other vehicles unless those vehicles will be used at least 50% of the time for pesticide TRAINING purposes.
 - b. CANNOT be used to purchase herbicides or pesticide applicator equipment unless that equipment will be used at least 50% of the time for pesticide TRAINING purposes.
 - c. CANNOT be used to fund travel to meetings unless at least 50% of the presentations attended are related to pesticide use.
 - d. Cannot be used to purchase alcohol!

Pre-purchase Requirements:

For expenditure of state funds from any source, there are certain requirements which must be met **PRIOR TO PURCHASE**.

- Data Processing and Equipment Software (DPES form) must be approved for all computer purchases. [Contact IT](#) for information (veltkamp@montana.edu).
 - Copiers and other equipment are often covered under state contracts and must be purchased from those vendors. For a list of such equipment go to: <http://svc.mt.gov/gsd/apps/termcontractdefault.aspx>
 - Hospitality approval forms must be pre-approved for purchases exceeding \$30 or when 2 or more state employees are included.
 - Out-of-state travel must be preapproved.
 - Purchases in excess of \$5,000 require bid procedures.
 - Contact your RDH:
 - a. If making purchases over \$500.
 - b. If making contracts for services.
 - c. For any other questions related to allowable purchases.
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