

**Proposed Modifications to the Administrative Rules of the  
Tourism Promotion Joint Powers Board**

July, 2016

Chapter I

Purchasing and Payment Procedures

Section 1. Authority. This rule is promulgated pursuant to authority granted by W.S.§16-4-202 and W.S.§16-3-101 et seq., the Wyoming Administrative Act ("APA").

Section 2. Purpose. This rule in this chapter is adopted in the interest of providing procedures for the fiscal operation of the Board.

Section 3. Definitions. The definitions set forth in W.S.§16-4-201 are incorporated herein by this reference. In addition, the following definitions apply to this chapter:

- (a) "Board" means the Tourism Promotion Joint Powers Board.
- (b) "VC" means Visit Cheyenne, the name under which the Board conducts its activities;
- (c) "Chairman" means the Chairman of the Board.
- (d) "President" means the President of Visit Cheyenne – the executive staff position that answers directly to the Board.

Section 4. Purpose. This chapter is adopted in the interest of following appropriate procedures for the expenditure of public funds under the authority of the Tourism Promotion Joint Powers Board, d/b/a Visit Cheyenne ("VC").

Section 5. Tax Exempt Status. Sales made to and paid directly by Visit Cheyenne as a lodging tax board are exempt from sales and lodging tax.

Section 6. Purchasing.

- a. Visit Cheyenne shall obtain competitive bids for purchases exceeding \$1,000 when possible. Visit Cheyenne shall document vendor name, quoted price and the item name.
- b. Visit Cheyenne shall award purchase contracts to Wyoming vendors when possible and grant a preference of 5 % in cost to Wyoming vendors when quality is equal. Definition of qualifications of Wyoming bidders will be in accordance with Wyoming statute and case law.

Section 7. Vouchers.

- a. Visit Cheyenne shall stamp all invoices with a Voucher stamp that includes spaces for budget coding, date, and signatures. Visit Cheyenne's President will code and sign each invoice. Visit Cheyenne and its accountant shall prepare a check for each coded invoice.

**REPLACE**

*b. Two Board members shall sign each invoice verifying that they have reviewed the voucher for mathematical accuracy, legality, proper budget coding, properly verified receipt or delivery, and that sales tax is not charged. Only after two Board members have signed the invoices shall Visit Cheyenne staff mail the checks.*

**WITH**

**b. For invoices of greater than \$5,000, one board member shall countersign the invoice and verify receipts or other documentation.**

**c. A numerically-sequenced, itemized list of checks written for vouchers** (delete *reviewed vouchers*) will be **reviewed** (delete *approved*) and ratified at each Visit Cheyenne board meeting.

Section 8. Checks.

a. Checks issued by Visit Cheyenne shall be pre-numbered and shall be signed by the President with a **\$10,000** (delete *\$4,000*) limit. For checks exceeding **\$10,000** (delete *\$4,000*), a countersignature by the Board Chairman or Treasurer is required.

b. Official depositories must return copies of Visit Cheyenne's checks.