O&E/ MHSA Spending Plan Request Workflow

O&E Staff
Step 1

Start

- ✓ Complete Spending Plan Form (version 12).
- ✓ Attach itemized vendor quote.
- ✓ Include flyer, email or other notice that provides background/info of the event.
- ✓ Email signed Spending Plan Form to SA Analyst. Copy necessary staff.

SA Analyst
Step 2

Allow 5-7 days processing time

- ✓ Review signed Spending Plan Form, quotes & supporting documents.
- ✓ Verify funds, update the Annual Event Tracking Form & PTS tracking form.
- ✓ Sign and email the Spending Plan Form & tracking logs to the HPA III. Copy staff from original email.

South/North County Analyst (HPA III)
Step 3

Allow 5-7 days processing time

- ✓ Review signed Spending Plan Form, quotes & supporting documents.
- ✓ Verify funds, update the Annual Event Tracking Form & PTS tracking form.
- ✓ Sign and email the Spending Plan Form, tracking logs and supporting documents to the POE mailbox at **poeadmin@dmh.lacounty.gov.** Copy staff from original email.

MHSA Admin
Step 4

Allow 10 days processing time

Times will vary based on calendar events e.g. Holidays, MMHM etc..

- ✓ Review and process request.
- ✓ Send confirmation of approved spending plan request to requestor and Cc'd staff. Email will be sent from the POE mailbox.

O&E Staff
Step 5

Immediately upon approval

- ✓ Submit PTS request. Include all quotes, supporting documents and tracking log.
- ✓ Send an email notification to your approving analyst indicating you have submitted a PTS request for approval
- ✓ The PTS system will electronically notify approving Analyst when the request is pending.

SA Analyst / SA PTS Approver
Step 6

Immediately upon PTS system notification

- ✓ Approve PTS request

MHSA Admin
Step 7

Allow 5 days processing time

Times will vary based on calendar events e.g. Holidays, MMHM etc..

- ✓ Review and process PTS request

ASB
Step 8

Allow 30 days processing time

Times will vary based on calendar events e.g. Holidays, MMHM etc..

- ✓ Assign Purchase Order to a buyer.
- ✓ Review and verify documents and vendors.
- ✓ If under delegated authority DMH Procurement will process Purchase Order.
- ✓ If above delegated authority ISD Purchasing will create Purchase Order. (Est. additional 14 days).
- ✓ Send Purchase Order to the vendor.

O&E Staff
Step 9

End

Within 10 days of the event

- ✓ Receive payment
- ✓ **AFTER EVENT**: Submit a copy of the check, original signed receipts to the Accounting department.