

NOTICE OF MEETING

Public notice is hereby given that a public meeting of the Board of Directors of the St. Charles County Ambulance District will be held at the District's Offices, 4169 Old Mill Parkway in St. Peters, Missouri, on Thursday April 11, 2019 at 7:00 p.m., to consider and act upon the matters on the following tentative agenda and such other matters as may be presented at the meeting and determined to be appropriate for discussion at that time.

7:00 P.M. –BOARD MEETING

- I CALL TO ORDER
- II PLEDGE OF ALLEGIANCE
- III PUBLIC COMMENTS
- IV AWARDS & ANNOUNCEMENTS
- V CONSENT AGENDA
 - A. April 11th Agenda Approval
 - B. March 28th Approval of Meeting Minutes
- VI STAFF REPORTS
 - A. Community Relations Q1 Report
- VII OLD BUSINESS
 - A.
- VIII NEW BUSINESS
 - A. Document Management Policy #210-04
 - B. Finance Policies #801-1, #801-3, #801-4 & #802-1
- IX ADJOURNMENT

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 4.10.2019 @ 12 noon

By:



NOTICE OF MEETING

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- I CALL TO ORDER – PUBLIC PORTION
- II MOTION TO CLOSE MEETING – PUBLIC PORTION
Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986), Personnel Sec. 610.021(3) RSMo(1986)
- III ADJOURNMENT - PUBLIC PORTION

Raymond Bauer
Secretary of the Board of Directors

Date/Time Posted: 4.10.2019 @ 12 noon

By: 

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY March 28^h 2019**

I. CALL TO ORDER

Mark Fenton called the meeting to order at headquarters at 7:00 p.m. In attendance were Mark Fenton, Raymond Bauer, James Ottomeyer, James Cooke, Teresa Reynolds.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS

IV. AWARDS AND ANNOUNCEMENTS

V. CONSENT AGENDA

A. Agenda Approval

James Ottomeyer moved to approve the amended agenda to include EMS Survey Rate under New Business for Thursday, March 28, 2019, Raymond Bauer seconded, the motion carried 5 to 0.

B. Meeting Minute Approval

James Ottomeyer moved to approve the Board Minutes from Thursday, March 14th, 2019, Raymond Bauer seconded, the motion carried 5 to 0

VI. STAFF REPORTS

A. February 2019 Financial Report

Rick Rognan presented the February Financial Report.

VII. OLD BUSINESS

A. Salt River Road Due Diligence

Due to poor site conditions, the geotechnical exploration was unexpectedly delayed. The date for submittal of the plan to the City of St Peters for plan review will be revised to May 10, 2019 with an expected plan approval date of June 5, 2019. This will require a change to the originally scheduled closing of escrow date from June 3, 2019 to July 8, 2019. The SCCAD Board will be requested to approve closing of escrow at the June 27, 2019 regularly scheduled Board of Directors meeting. This amendment to the Real Estate Sale Contract dated November 8, 2019 will require approval by the seller. No Board action taken.

VIII. NEW BUSINESS

A. Approval to Purchase Maintenance Transit

James Ottomeyer made the motion to approve the purchase of a 2019 Ford Maintenance Transit Vehicle from Pundmann Ford in the amount of \$32,490.00, noting that the District performed a request for proposal (RFP) process which included direct solicitation, website posting and newspaper advertisement. James Cooke seconded, the motion carried 5 to 0.

B. Approval to Purchase Porter Transit Van(s)

Teresa Reynolds made the motion to approve the purchase of two 2019 Ford Porter Transit Van(s) in the total amount of \$69,792.00, noting that the District performed a request for proposal (RFP) process which included direct solicitation, website posting and newspaper advertisement. Raymond Bauer seconded, the motion carried 5 to 0.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
BOARD MEETING MINUTES
THURSDAY March 28^h 2019**

C. EMS Survey Rates

James Ottomeyer made a motion to renew a three-year Contract with EMS Survey Team, based upon the positive experience with this Company and their quality performance, timeliness and the specialization of this service and calling for a price increase by ten cents per survey in each of the three years of the current cost per survey being \$1.50. The cost in 2019 would be \$1.60 per survey, \$1.70 per survey in 2020 and \$1.80 per survey in 2021. Teresa Reynolds seconded, the motion carried 5 to 0.

IX. ADJOURNMENT – PUBLIC PORTION

Teresa Reynolds moved to adjourn the Board Meeting, Raymond Bauer seconded, the motion carried 5 to 0.

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I CALL TO ORDER – PUBLIC PORTION

II MOTION TO CLOSE MEETING – PUBLIC PORTION

Pursuant to: A. Attorney Client Sec.610.021 (1)RSMo (1986), Personnel Sec. 610.021(3) RSMo(1986)

III ADJOURNMENT - PUBLIC PORTION

*Next Regular Board Meeting
April 11th, 2019*

Mark Fenton, Chair

Submitted by Tammy Dixon

Raymond Bauer, Secretary/Treasurer

Director of Community Relations Quarterly Status Report

Community Safety Programs

Program	Date of Program(s)	Approx. Number Served in Quarter	Notes
Child Safety Seat Installation Assistance	Ongoing	78	Overall number of installs increased after several quarters of lower than usual numbers. Demand for Glennon/Kohls for Kids seats continues to be steady; had opportunity to market this segment of the program to providers who serve pregnant moms and lower-income parents.
Rapid Access	Ongoing	38	
Party with the Paramedics at Kokomo Joes	March 2 March 9	76 scouts, 55 adults	Event successful from an operations perspective – volunteers were engaging, parents were appreciative of their spending time with the kids. We still struggle from a numbers perspective with the boy scouts – may need to take different approach next year.
Lifesaver CPR at Mid Rivers Mall	February 23	250	Another great event that demonstrates the power of partnership between the District, Outreach, BJC and the Mall. We were busy out of the gate and steady throughout the event. All participants agreed that results made a case for doing it again next year.

Public Presentations/Involvement

Date	Group	Topic	Approx. Attendees
January 17	Orchard Farm 4H Club	Choking Relief	52
January 25	Lakeridge Senior Apartments	File of Life, Lift Assists and Bond update	21
January 29	St. Patrick Catholic School	Stop Heroin (w/ L. Cassidy)	Approx. 120
February 5	Knights of Columbus Ladies' Auxiliary	File of Life, Rapid Access, Hands-Only CPR and AED	33
February 12	Fort Zumwalt Transportation Department	Allergic Reactions, Nose-bleeds, calling 911, etc.	Approx. 75
February 14	Fort Zumwalt Transportation Department	Allergic Reactions, Nose-bleeds, calling 911, etc.	35
February 18	Community Living, Inc.	Rapid Access, File of Life, District Overview	3
February 25	Wentzville South Middle School	Stop Heroin (w/ A. Pease)	Approx. 400
February 28	Pregnancy Support / Child Services Nonprofits	Cost-free child safety seat and safe sleep program partnerships with Glennon	8
February 28	State of MO Child & Family Services Representatives	Car seat safety/installation	6
March 6	BJC Showcase on Seniors	Disaster Preparedness (w/ N. Kohlberg from County EMA)	38

March 8	Jaycee Fairgrounds Senior apartments	Stop Heroin	47
March 12	Cottleville Weldon Spring Chamber of Commerce	District Highlights, Use of Bond Funds, etc.; J. Hollrah brought AmbuBus to tour	Approx. 85
March 13	St. Charles Borromeo Catholic School	Stop Heroin (w/ L. Cassidy)	103
March 27	Fort Zumwalt School District – Soup’s On! Lunch series event for senior citizens	File of Life and Rapid Access	14

Media Involvement

Publication/Station	Date	Story Solicited by SCCAD?	Story Synopsis
Community News	January 3	Yes	Feature on Fill the Ambulance with Food; photo of crews with donations ran with article.
KMOV	January 7	No	Reporter A. Zotos reached out and asked us to be part of a story on the St. Charles Co. 2030 Master Plan, which in part highlights the need for expanded emergency services to address population growth. Though brief, our segment highlighted the fact that SCCAD is well-positioned to grow thanks to residents’ approval of Prop. Ambulance in 2018.
KMOV	January 8	No	Per their request, provided information on very serious MVA on Hwy. P to KMOV assignment desk.
Mid Rivers Newsmagazine	January 9	Yes	Feature on Fill the Ambulance with Food, photos of crews with donations ran with article.
KMOV KSDK KTVI Post Dispatch	January 13	No	Provided information on two events that occurred on Old Wolfrum Rd around the same time – water rescue and ATV rollover.
KMOV	January 15	No	Provided information on pedestrian struck on Hwy N.
KMOV	January 21	No	Provided information on pedestrian struck fatality on Hwy 70.
KMOV	January 30	No	Provided information on fatality MVA on Hwy. 70.
Crossroads Magazine	February issue	Yes	B. Auten did a cover story on SCCAD’s safety programs. Provided information on Lifesaver CPR, Rapid Access, File of Life, car seat installs and speaking engagements.
EMS World	February 6	Yes	Story on D. Lewis’ attainment of FACHE
KTVI	February 7	No	Provided information on pedestrian struck fatality on Wentzville Parkway.
Mid Rivers Newsmagazine	February 7	Yes	Feature on Lifesaver CPR event at Mid Rivers Mall
Community News	February 13	Yes	Feature on Lifesaver CPR event at Mid Rivers Mall
Community News	February 20	Yes	Story on D. Lewis’ attainment of FACHE
KTVI	February 22	Yes	Nearly four-minute segment on Lifesaver CPR event at Mid Rivers Mall, included full demonstration of proper chest compression technique. Reporter K. Hudson did a wonderful job highlighting the importance of families attending.
KSDK	February 27	No	Reporter J. Barnes reached out to do story on first responders working in winter weather, talked about preparations we were making and how response times can be impacted.

O'Fallon TV	March edition	Yes	Filmed a spot with J. Meier in early February highlighting some of our 2018 year end statistics, big announcements from the last year, and a look ahead at what the District has in store for 2019.
KSDK	March 3	No	Reporter E. O'Neill reached out to re-visit inclement weather operations, filmed a more extensive feature on the topic with Paramedics J. Martin and L. Sizer.
KSDK	March 5	Yes	Meteorologist S. Connell reached out to do story on our Bus and RV as part of Severe Weather Preparedness Week. Great two minute feature on the capabilities of both assets.
KSDK, KTVI, KMOV	March 5	No	Provided update on shooting at St. Charles Target
KMOV	March 8	No	Provided update on double stabbing in Lake St. Louis
KMOV, KTVI, KSDK	March 13	No	Responded to Hazmat scene at SAK construction, provided updates on situation; highlighted collaboration between agencies. KMOV and KTVI did on-camera interviews, KSDK asked for an update via phone.
Community News	March 28	Yes	Cover story on the new cardiac arrest support group being formed by SCCAD PT Thom Meinert. Recounted Thom's story of being saved by K. Martin & K. O'Neill, stressed early 911 activation and knowing warning signs.

Community Meetings/Events Attended

Date	Agency	Meeting Type
January 8	Cottleville Weldon Spring Chamber	General Membership Meeting
January 9	Francis Howell School District	Engaged Families and Community Partnerships Committee Meeting
January 10	Western St. Charles County Chamber	General Membership Meeting
January 15	Cottleville Weldon Spring Chamber	Board Retreat
January 16	Greater St. Charles County Chamber	General Membership Meeting
January 16	BSP/Progress West Foundation YP Board	Bi-Monthly Meeting
January 22	O'Fallon Chamber of Commerce	General Membership Meeting
January 24	Vision St. Charles County Leadership	Program Day – Health & Human Services
January 25	Cottleville Weldon Spring Chamber	Trivia Committee Meeting
February 5	Cottleville Weldon Spring Chamber	Board Meeting
February 6	Francis Howell School District	Engaged Families and Community Partnerships Committee Meeting
February 12	Cottleville Weldon Spring Chamber	General Membership Meeting
February 14	Western St. Charles County Chamber	General Membership Meeting

February 15	O'Fallon Chamber of Commerce	Lunch & Legislators Meeting
February 20-21	Vision St. Charles County Leadership	Jeff City Trip
February 26	O'Fallon Chamber of Commerce	General Membership Meeting
February 27	O'Fallon Chamber of Commerce	"12 at 12" Meeting with City of O'Fallon representatives (topic – healthcare opportunities and challenges for our community)
March 2	Community Living, Inc.	Legacy Ball (SCCAD honored as Volunteer of the Year)
March 6	Francis Howell School District	Engaged Families and Community Partnerships Committee Meeting
March 7	Vision St. Charles County Leadership	First Responders Day (first half)
March 12	Cottleville Weldon Spring Chamber	General Membership Meeting
March 20	Greater St. Charles County Chamber	General Membership Meeting
March 21	Vision St. Charles County Leadership	Presentation & First Responders Day (second half)
March 30	Cottleville Weldon Spring Chamber	Trivia Night (co-chaired event)

Awards

Agency	Award	Nominee	Date Applied	Received?
East Central EMS Region	Lifesaving Award	K. O'Neill, L. Cassidy, G. Pendleton, Wentzville Fire	January 23	Received – will be presented in May
Athena Leadership Foundation St. Charles	Leadership Award	L. Cassidy	January 29	Received – will be presented in May
Veterans of Foreign Wars (St. Charles & O'Fallon Posts)	Paramedic of the Year, Lifesaving Award	D. Kroll; K. O'Neill, L. Cassidy, G. Pendleton, Wentzville Fire	January	Presented at events on March 9 and 10.

Care Facility Discussions/Issues

Date	Facility	Issue
January 3	The Boulevard of Wentzville	Met Wentzville Fire Inspector S. Mosher to change out Knox Box cores at the independent, assisted living and memory care buildings at the new Boulevard Senior Living facility on Highway Z.
January 11	Gentemann Manor	Connected with M. Anderson to make aware of a situation regarding misplaced master key during a call with a critical patient. Issue addressed.
January 17	Senior Apartment Complexes	Several entry challenges presented themselves this week on calls at senior apartment complexes. An audit by dispatch revealed that they do not have info on file at a lot of them (knox location, door codes, etc.) Gathered info and presented to Dispatch.

January 23	Delmar Gardens of O'Fallon	T. Reiter had an inquiry re: a recent transport related to a complaint against them that state evaluators were investigating. Report pulled, details related to inquiry provided.
January 31	Villages of St. Peters	Received call from J. Pudlowski requesting info on a call from 1/25. Issue stemmed from oxygen delivery at facility that ultimately led to a call for service; our crew documented well and we were able to assist with inquiry.
February 8	Gables of Cottleville	New Exec. Dir. J. Klenc inquired if building was equipped with Knox Box; investigation proved that it was not, provided info how to obtain a mutual aid box.
February 14	The Boulevard of Wentzville	Met with Director of Nursing R. Goodwin to explain EMS service in SCC, discuss CPR training options, etc.
February 26	Lake St. Charles Senior Living	Attended Pancakes for the Paramedics event hosted by their staff – great turnout by our team.
March 4	Park Place Senior Living	BC B. Schnelle brought forward an issue with entry at Park Place. Spoke with Exec. Director D. Coval; facility was already working to correct door issue, will continue to educate staff about importance of clearly specifying which building they're calling from.

Other/Ongoing Projects, Upcoming Initiatives, etc.

Project	Update
Celebrate SCCAD	<ul style="list-style-type: none"> Coordinated final numbers and details with Ameristar on January 3, sent information out to all attendees. Handled day-of pre-event logistics with Ameristar staff, finalized last-minute details with Chiefs, helped with greeting guests at arrival. From my perspective, this was easily our best event to date. The new format completely rejuvenated the event. Ameristar did a phenomenal job with the food and setup, and the more formal setting for the presentation kept everyone's attention. 2020 event scheduled with Ameristar for Sunday, January 19, 2020!
Citizens Advisory Board	<ul style="list-style-type: none"> Sent e-update to board on March 18; provided updates on recent Hazmat situation, the AmbuBus & RV, and new developments related to land acquisition for new ambulance stations.
Coordinator Position	<ul style="list-style-type: none"> Community Relations Coordinator L. Hankley had her last day in the department on March 27. Over the past two years, she became an invaluable asset to me and our organization. She will be transitioning to taking on my hours on the transfer division in hopes of joining SCCAD full time on the 911 side. Interviewed two candidates for the Coordinator position; offer extended to Zach Breckle, who will start on April 8.
Disaster Preparedness Drill	<ul style="list-style-type: none"> Met with representatives from County Health and EMA to lay out timeline for 2019 tabletop and full scale disaster drills; invited stakeholders to kickoff meeting on Mar 13. Attended March 13 meeting to define roles and responsibilities for this year's drill; N. Kohlberg pitched the concept of the broader SCC Healthcare Coalition, which the group seemed receptive to the idea of.
Misc. Projects	<ul style="list-style-type: none"> Per request of J. McGaughey and J. Romeo, developed marketing collateral for the launch of the Critical Care program. Items included general flyer, Deployment Criteria fact sheet and pocket folders. Solicited bids and purchased per policy. Assisted R. Allen and K. Tihen with some MIH specific branding efforts utilizing their variation of our district logo.

Pulse Points	<ul style="list-style-type: none"> • No edition released in Q1 this year – holding until late April for timing to coincide with the SCCAD Safety Day at the Meadows event.
SCCAD Safety Day at The Meadows	<ul style="list-style-type: none"> • After discussion with Chiefs and shop leadership, made decision to create a public event to celebrate EMS Week. Event will be ‘SCCAD Safety Day at The Meadows’, and will be held on May 18. • SCCAD Outreach, LSL Police, LSL Fire, County PD, Emergency Communications, Barnes St. Peters/Progress West and Community Strong all invited and accepted invitations to join us at this event. • Meadows staff incredibly easy to work with thus far; excited about bringing this event to their property. • Event will include ‘touch a truck’ component, Lifesaver CPR, build a first aid kit, health screenings and more. • Marketing efforts have begun already (mainly electronic); event gaining good traction on social media.
Stop Heroin	<ul style="list-style-type: none"> • Updated presentations with 2018 year-end statistics. Unfortunately, after three quarters of flat or negative call volume growth, fourth quarter saw a dramatic increase and we finished 2018 up 10.6% over 2017. • Notable milestone achieved this quarter – several private schools invited us to come present to their junior high students. This is a group that we’ve struggled to reach in the past, with some schools not wanting to broach the topic. L. Cassidy and I are hopeful that this marks a turning point, and others will follow!
Strategic Planning	<ul style="list-style-type: none"> • Continued to update long-term residential housing development spreadsheet to keep deployment committee abreast of locations and rooftop counts of new neighborhoods. • Developed departmental SWOT analysis to present at February leadership retreat.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 200 Operating Policies & Procedures
SECTION 10 Quality Improvement and Management
TITLE **DOCUMENT MANAGEMENT**
NUMBER 210-04

DISTRIBUTION
All Personnel.

PURPOSE
The purpose of this policy is to set procedures for preserving the retention of St. Charles County Ambulance District documents whether the information is paper-based, electronic or other medium. The policy applies to any health, finance, employee, legal, tax and insurance records regardless as of where the document is maintained within the District.

POLICY
It is the policy of St. Charles County Ambulance District to maintain and retain health, employee and financial records in compliance with applicable governmental and regulatory agencies. The District will retain scheduled and destruction procedures in compliance with regulatory, business and legal requirements.

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This policy will serve to outline the retention period and storage modalities for medical, employee and financial records within the District; to establish the conditions and time periods for which records will be stored, retained and/or destroyed after they are no longer active for patient care or business purposes, and to ensure appropriate availability of said records.

DEFINITIONS
Medical Records – All documents, regardless of physical format, that hold demographic and medical information about a patient. Only the document that are part of the designated record set are subject to the retention schedule.

Electronic Record – Any combination of text, graphics, data, audio, pictorial or other information representation in digital form that is created, modified, maintained, archives, retrieved or distributed by a computer system. Electronic records must be capable of generation in both human-readable and electronic form suitable for inspection, review and copying. Electronic records may be considered legal records and are managed according to their content.

Active Records – Those records that will likely be needed in a short timeframe for day to day business purposes.

Archived Records – Those records that are less likely to be needed on a day to day basis, but which have not reached the end of their specified retention period. These records are usually referenced or accessed infrequently.

Retention Period – The period of time during which business records must be maintained by an organization because the records have administrative, fiscal, legal, medical or other value. The Ambulance District will follow the most restrictive guidelines. (see attachment)

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE **DOCUMENT MANAGEMENT**
NUMBER **210-04**

Record Retention Schedule – A schedule of standard and /or legally required retention periods for each type of record, taking in account the administrative, fiscal, legal, medical and historical value of those records.

Destruction of Records – Any action that prevents the recovery of information from the storage medium on which it was recorded. Method of destruction must be appropriate to the medium on which it is stored.

Archiving/Storage of Records – The act of physically moving inactive or other records to a storage location until the record retention requirements are met or until the records are needed again.

STORAGE OF RECORDS

Storage areas for inactive records can include either an area inside the facility that has been approved for record storage use, private, professional record storage facility with which SCCAD has an active retrieval process.

Storage areas approved for record storage must be physically secure and environmentally controlled to protect records from unauthorized access and damage or loss due to temperature fluctuations, fire, water damage, pests and other hazards.

Any inactive records moved to storage area are to be boxed and labeled appropriately. Any paper based records involved in litigation or investigation are considered to be active records and will be stored in a secured file designated as such.

DESTRUCTION OF RECORDS

In the absence of investigation, litigation or legal hold, records that have satisfied their legal, fiscal, administrative and archival requirements may be destroyed in accordance with retention as outlined in the State Records Retention Schedule or as deemed as appropriate beyond the maximum on an individual basis.

Records should not be destroyed if they are currently involved in open litigation, lawsuit, subject of any government investigation or similar activities. Once litigation, lawsuit or government investigation is complete records may be destroyed accordingly.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE
NUMBER

DOCUMENT MANAGEMENT
210-04

Records will be destroyed in a manner that does not allow for the information to be retrievable, recognizable, reconstructed or practically read.

DRAFT

Adopted by the Board of Directors

This policy/procedure supersedes any previous policy or memorandum on this topic.

DOCUMENT RETENTION GUIDELINES

DEPARTMENT	AGENCY	DOCUMENT	RETENTION PERIOD
Accounting			
	Hochschild Bloom & Company		
		Account Payable Ledgers/Schedules	7 years
		Account Receivable Ledgers/Scheduled	7 years
		Audit Reports	Permanent
		Bank Reconciliation	2 years
		Bank Statements	3 years
		Capital Stock & Bond Records	Permanent
		Cancelled Checks	7 years
		Cancelled Checks for Important Payments	Permanent
		Contracts, mortgages, notes & Leases	7 years
		General Correspondence	2 years
		Legal and important Correspondence	Permanent
		Routine Correspondence	2 years
		Deeds, mortgages, bill of sale	Permanent
		Depreciation Schedule	Permanent
		Duplicate Deposit Slips	2 years
		Expense analyses	7 years
		Financial Statements	Permanent
		Garnishments	7 years
		General /Private Ledgers	Permanent
		Internal Audit Report	3 years
		Internal Reports	3 years
		Inventories of Products, materials & Supplies	7 years
		Invoices to and from customers	7 years
		Journals	Permanent
		Notes Receivable Ledgers & Schedules	7 years
		Patents and Related Papers	Permanent
		Payroll Records	7 years
		Petty Cash Vouchures	3 Years
		Physical Inventory Tags	3 years
		Plant Cost Ledgers	7 Years
		Property Appraisals by Outside Appraisers	Permanent
		Property Records, including Cost, depreciation reserves, year-end Trial Balances	Permanent
		Purchase Orders (except purchasing department copy)	1 year
		Purchase Orders (purchasing department copy)	7 years
		Receiving Sheets	1 year
		Requisitions	1 year
		Stock and Bond Certificates (canceled)	7 years
		Subsidiary Ledgers	7 years
		Tax Returns and Worksheets	Permanent
		Trademark Registrations & Copyrights	Permanent
		Voucher Register & Schedules	7 years
		Vouchers for Payment to Vendors	7 years
		Withholding Tax Statements	7 years
Human Resources			
	Hochschild Bloom & Company		
		Retirement & Pension Records	Permanent
		Personnel Files (terminated)	7 years
		Timebook/Cards	7 years
		Accident Reports	7 years
		Garnishments	7 years
		Employment Application	5 years
		Benefits records	6yrs following termination
		Performance appraisals, discipline	4years following termination
		Workers compensation	4yrs from injury or 30 years if due to exposure to hazard
		BG, Drug test, drive records	5yrs
		I9 for terminated employees	later of 3yrs from date of hire or one year follow term
Billing			
	Hochschild Bloom & Company		
		Invoices to and from customers	7 years

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 800 Financial Division Policies and Procedures
SECTION 01 Procurement of Goods and Services
TITLE **BIDDING**
NUMBER 801-1

DISTRIBUTION

All personnel.

PURPOSE

To secure goods and services at the lowest possible cost with satisfactory standards for quality and service.

POLICY

1. Competitive Solicitations shall be obtained in accordance with the policies and procedures outlined below, except for construction bids, which shall be obtained in accordance with District Policy Number 801-2.
2. Competitive Solicitations shall be obtained for all capital items, as well as goods and services, which are outside regular monthly operating expenditures of the District, which are over \$3,000. Capital items are items with an estimated useful life of more than one year which cost \$500 or greater (\$250 or greater for computers). Regular monthly operating expenditures are those expenditures necessary to maintain and/or protect the daily operations of the District.
3. The following criteria shall be used in determining the formality of the bid:
Catalog, Phone or Internet Price – \$3,000 – \$10,000
Written Quote – \$10,000 – 25,000
Sealed Bid – over \$25,000
4. Any cooperative contracts established by: (1) the state of Missouri, (2) other public agency governed by the laws of the state of Missouri, or (3) any governmental compact or consortium governed by the laws of the state of Missouri may be used by the District in lieu of competitive bidding for the purchase of equipment, supplies, sundries, non-realty leases, maintenance and periodic service agreements. Acquisitions of \$25,000 or more require prior Board approval.
5. Whenever possible, all bid or proposal specifications shall be written in a manner so as not to exclude potential vendors.
6. Each bid or proposal response shall be kept on file for a minimum of one year.
7. If it is determined that there is only one acceptable vendor capable of furnishing a particular good or service, the particular facts which make the good or service a single-source purchase shall be documented. Care must be taken to avoid making single-source purchases because of a bias or preference for a particular good or service provided by a particular company.
8. Bids or proposals shall be awarded based on price, quality, delivery and service to be performed. Preference shall be given to businesses within the District if goods or services of equal quality can be secured for comparable cost. The District reserves the right to reject any or all bids and to accept or reject any item thereon.

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. Written Quote - \$1,000 - \$10,000¶
. Sealed competitive bid or proposal - over \$10,000¶

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ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE BIDDING
NUMBER 801-1

POLICY (continued)

9. In making purchases, preference will be given to all commodities manufactured, mined, produced or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less.
10. In the event of an emergency requiring immediate purchase of a good or service, the Chief Executive Officer shall be authorized to procure the good or service needed without bidding and said purchase shall be reported to the Board.

PROCEDURE

1. A Bidding Summary Form shall be fully completed for all purchases requiring written bids or proposals. Full completion includes the bid number, complete specifications, type of bid, vendors solicited, bids received, recommendations, notes (if any), and bid approval.
2. The Bid Number shall be obtained from the Accounting Assistant. The Accounting Assistant shall maintain a log of all items bid throughout the year and related Bid Numbers.
3. A minimum of three vendors shall be solicited. In the event there is only one acceptable vendor capable of furnishing a particular good or service, documentation of the particular facts which make the good or service a single-source purchase shall be provided in writing in the NOTES section of the Bidding Summary Form.
4. Types of Bids
- a. Phone, catalog, or internet quotes shall be obtained for qualifying purchases up to \$10,000. Final approval shall be made by the person with budgetary spending authority for the items or services to be purchased or leased.
- b. Written competitive bids or proposals shall be obtained for qualifying purchases between \$10,000 and \$25,000. Written bids or proposals may be mailed, e-mailed, or faxed to the District, unless noted otherwise in the Request for Proposal (RFP). These bids or proposals shall be approved by the person with budgetary spending authority for the items or services to be purchased or leased. Purchases or leases outside that authority shall be approved by the Chief Executive Officer.
- c. Sealed bids or proposals shall be obtained for qualifying purchases of \$25,000 or more as follows:
- 1) Responses must be clearly marked "SEALED BID" on the front of the sealed envelope to be accepted.
- 2) The Board of Directors shall make final approval of sealed bids or proposals unless otherwise instructed by the Board.
- d. If the expected amount of the bid or proposal is \$25,000 or greater, the District shall advertise for sealed bids in a publication of wide and general circulation in or near the area covered by the District. The notice shall include a general description of the goods to be purchased or services to be performed along with the date, time and place for opening the bids. All notices shall be published at least ten (10) days prior to the date set for the receipt of the bids.

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE **BIDDING**
NUMBER **801-1**

PROCEDURE (Continued)

e. In the event a cooperative purchasing agreement is used, documentation of sponsor and contract number will be logged in the Bid Log.

5. Written bids or proposals shall be attached to the bidding summary form. The completed Bidding Summary Form along with any supporting documentation shall be forwarded to the Accounting Assistant.
6. The Accounting Assistant shall maintain a file of all bids for a minimum of one year.
7. A copy of the Bidding Summary Form shall be attached to any related work order and/or purchase order to enable coordination of the purchasing and bidding functions.
8. In the event of an emergency situation requiring immediate purchase of a good or service, the Chief Executive Officer shall provide a written record of the circumstances surrounding the emergency and procure the good or service needed without a bid. All emergency purchases of \$25,000 or more shall be presented to the Board of Directors at the next scheduled board meeting.

Adopted by Board of Directors: May 25, 1995
Effective Date: May 25, 1995
Revised: 3/1/01; 9/28/05; 02/27/08; 9/28/11; 3/10/16; 4/5/19

This policy/procedure supersedes any previous policy or memorandum on this topic.

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BIDDING SUMMARY FORM

BID #	REQUESTED BY	DATE
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REQUEST FOR	APPROXIMATE COST
--------------------	-------------------------

SPECIFICATIONS:

TYPE OF BID	BID DUE BY
--------------------	-------------------

CATALOG/PHONE/INTERNET
 WRITTEN QUOTE
 SEALED BID

(\$10,000 or Less) (\$10,000 - \$25,000) (Over \$25,000)

VENDORS SOLICITED	
1)	2)
3)	4)
5)	6)

BIDS RECEIVED		
VENDOR	PRICE	DATE REC'D
1)		
2)		
3)		
4)		
5)		
6)		

RECOMMENDATION _____

NOTES _____

BID AWARDED TO	DATE
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APPROVED BY	DATE
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P.O. #	WORK ORDER #	COST CENTER
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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 800 Financial Division Policies and Procedures
SECTION 01 Procurement of Goods and Services
TITLE **PURCHASING**
NUMBER 801-3

DISTRIBUTION

All personnel purchasing items necessary to the operations and maintenance of the District.

PURPOSE

To establish guidelines regarding purchasing of goods and services.

DEFINITIONS

Regular Monthly Operating Expenses**

Net Payroll and Payroll Taxes

Pension Contributions, Including All Contributions to 401.457, OPEB, and VEBA Plans.

Insurance Premiums

Employee Deductions

Payroll Provider Fees

Usual and Normal Expenses

Utilities

Property Rent

Trash

Pest Control

Lawn Care and Snow Removal

Cleaning and Laundry Services

Normal Building Maintenance and Repairs

Telecommunication / Internet Services

Postage

Fuel, Oil, and Tires

Attorney Fees

Office Supplies

Medical Supplies (annual bid and narcotics)

Short-Term Investment Wire Transfers

Purchases Previously Approved by Board of Directors

Capital Budget Items (approved during normal annual budget approval)

Operating Budget Items (approved during normal annual budget approval)

Construction Design / Contractor Fees

Debt Service Payments

Professional Service / Contract Fees

Technology / System Maintenance Fees

Emergency Expenses - those expenses required to maintain operations in the event of a disaster, catastrophe, power outage, etc.

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE PURCHASING
NUMBER 801-3

POLICY

1. All purchases shall be made in accordance with the policies and procedures outlined below.
2. Authorized individuals may purchase goods and services within their authorized spending limits. All purchases must be deemed necessary to support District operations.
3. Authorized individuals and their related spending limits are defined as follows:

Supervisory personnel – up to \$200

Individual board member – up to \$200

Deputy Chiefs – up to \$3,000 for expenditures falling within their departmental budget. The Deputy Chief Medical Officer may also approve tuition and seminar reimbursement up to the amount specified in the Union Agreement (i.e. \$2,000 for 2015).

Property Manager and IT Director – up to \$3,000 for expenditures falling within their departmental budget.

Chief Financial Officer / Finance Director - up to \$15,000 (except for regular monthly payroll expenditures** which shall have no limit)

Assistant Chief – up to \$20,000 (except in the absence of the Chief Executive Officer, then assumes the spending authority of the Chief Executive Officer)

Chief Executive Officer – up to \$25,000 (except for regular monthly operating/payroll expenditures** which shall have no limit)

Board of Directors – over \$25,000

4. District credit cards may be issued to authorized individuals and used for any purchase deemed necessary by management to conduct District business.

5. Petty cash may be used for purchases up to \$75, but shall be limited to those vendors for which the District does not have an account established. Refer to the District's Petty Cash policy for further information.

6. Purchase orders are required to be completed and approved by authorized personnel in advance of purchases over \$3,000, excluding purchases for Regular Monthly Operating Expenses and Usual and Normal Expenses as defined above. Purchases previously approved by the Board of Directors (as defined above) also do not need a purchase order.

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** Regular monthly operating expenditures include such items as utilities, property rent, trash hauling, pest control, laundry services, pager rental, cellular telephone, oxygen services, fuel and oil, tires, attorney fees, and postage. Regular monthly payroll expenditures include such items as payroll taxes, pension plan, insurance premiums, garnishment withholdings and union dues withholdings. ¶

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ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE **PURCHASING**
NUMBER 801-3

POLICY (Continued)

7. Work orders (not purchase orders) are required for any service or repair to District vehicles and equipment. Work orders are required to be completed and approved by authorized personnel in advance of the service or repair.

8. In the event of an emergency, goods or services may be purchased by supervisory personnel without prior approval. Emergency purchases are restricted to goods or services considered absolutely necessary to maintain District operations outside regularly scheduled office hours.

PROCEDURE

1. Petty cash may be used for purchases up to \$75 as defined above. Specific procedures are outlined in District Policy # 802-1: Petty Cash.

2. Purchase orders are required for expenditures over \$3,000 as defined above. For vendors requesting a purchase order number for purchases less than \$3,000, use the first initial and last name of the requestor, and the date of the order (e.g. for a 12/31/19 purchase order for John Smith, the PO # would be JSMITH123119). No purchase order will actually be completed for those expenditures under \$3,000.

3. **Purchase orders must be completely filled out and approved by authorized personnel prior to a purchase being made. Before approval, authorized personnel shall ensure that a sufficient amount is available in the budgeted account to which the purchase is chargeable.**

4. Upon completion of the purchase order, copies shall be distributed as follows:
a. Approved copy to vendor.
b. Completed and approved copy to Accounts Payable Specialist to be attached to invoice.

5. For personnel not covered by a Collective Bargaining Agreement (CBA), all uniform orders require a purchase order, regardless of amount, to enable tracking of Reimbursable Uniform Account (RUA) balances. Road personnel covered by a CBA shall follow the uniform procedure as defined in the current CBA.

6. All purchases must be delivered to the SCCAD Service Center. Upon receipt of any goods ordered, the designated individual shall verify the count and content of all goods against the appropriate packing slip and/or purchase order. Upon verification, the designated individual shall initial and date the appropriate form and indicate any discrepancies and then notify the appropriate party for proper distribution of the goods (i.e. supply room, base, etc.). The only exception is for extremely large items (appliances, fitness machines, etc.) that may be delivered to the final destination. The receiving individual must complete the receiving instructions listed above.

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<#>In a bidding situation whereby a Bidding Summary Form is required to be completed, a copy of the Bidding Summary Form shall be attached to the work order and/or the copy of the purchas...

ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL

TITLE **PURCHASING**
NUMBER 801-3

PROCEDURE (Continued)

7. Work orders are required for any service or repair to District vehicles or equipment and may be obtained from the Accounts Payable Specialist; Accounting Assistant or Chief Financial Officer / Director of Finance. Work orders shall be completed prior to any service or repair being performed to District vehicles or equipment.
8. In a bidding situation whereby a Bidding Summary Form is required to be completed, a copy of the Bidding Summary Form shall be attached to the work order and/or the copy of the purchase order in order to coordinate the purchasing and bidding functions.
9. In the event of an emergency, as defined above, supervisory personnel shall send an e-mail to the Chief Executive Officer and the Chief Financial Officer / **Director of Finance** describing the situation as well as the information needed for completion of a purchase order. The Chief Financial Officer / **Director of Finance** will notify the Accounts Payable **Specialist** who will complete a purchase order for the purchase and send a reply back to the supervisor indicating the purchase order number assigned. The **supervisor shall then** record the purchase order number on the invoice/receipt and forward the invoice/receipt to the Accounts Payable **Specialist** by the next business day.

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¶ 7. . Work orders shall be completed prior to any service or repair being performed to District vehicles or equipment.¶

¶ 8. . In a bidding situation whereby a Bidding Summary Form is required to be completed, a copy of the Bidding Summary Form shall be attached to the work order and/or the copy of the purchase order in order to coordinate the purchasing and bidding functions.¶

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Adopted by Board of Directors: 5/25/95; 9/10/2015
Revised: 8/22/96; 12/20/99; 07/13/00; 08/24/05; 11/28/12; 06/20/17; 04/5/19

This policy/procedure supersedes any previous policy or memorandum on this topic.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 800 Financial Division Policies and Procedures
SECTION 01 Procurement of Goods and Services
TITLE **REIMBURSEMENT OF EXPENSES**
NUMBER 801-4

DISTRIBUTION

All personnel eligible to receive travel, mileage and other reimbursements for customary and reasonable charges.

PURPOSE

To establish guidelines regarding reimbursement of travel, mileage and other expenditures incurred during the performance of District business.

POLICY

1. Reimbursements for travel, mileage and other expenditures shall be made in accordance with the policies and procedures outlined below.
2. Lodging, transportation, and meals incurred during an overnight stay while performing official District business shall be reimbursed to all employees on the basis of reasonable cost.
3. Mileage incurred using a privately owned vehicle shall be reimbursed under the following conditions:
 - a. An immediate supervisor authorizes an employee to use a privately owned vehicle during the employee's assigned hours of duty; OR
 - b. An employee is required to attend training outside of the metropolitan area and public transportation is not available or an authorized individual approves the use of a privately owned vehicle in lieu of public transportation; OR
 - c. For special circumstances which are approved by the District's Chief Executive Officer or Assistant Chief; AND
 - d. Mileage was not incurred driving to and from normal duty assignments (including in-service/orientation training, mandatory meetings, meetings regarding personnel matters, etc.); AND
 - e. Mileage was not incurred while driving to and from any segment of the promotional process, i.e. promotional examination, physical examination, etc.
4. All reimbursements shall be approved by an authorized individual and must be supported by receipts and/or other supporting documentation.

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE **REIMBURSEMENT OF EXPENSES**
NUMBER 801-4

POLICY (continued)

5. Authorized individuals and their related spending limits are defined as follows:

- Chief Executive Officer - up to ~~\$25,000~~
- ~~Assistant Chief – up to \$20,000~~
- Chief Financial Officer / Finance Director - up to ~~\$15,000~~
- Board of Directors - over ~~\$25,000~~

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6. Mileage shall be reimbursed at the standard IRS mileage rate.

7. Travel allowances may be made if deemed appropriate by an authorized individual.

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PROCEDURE

1. Upon return from a pre-approved meeting, conference or convention, an employee shall complete an Employee Expense Report and submit it along with all supporting documentation/receipts to the appropriate authorized individual for approval.
2. The authorized individual should review the receipts for propriety and complete the "OFFICE USE ONLY" section of the Employee Expense Report and forward it along with the attached documentation to the Accounting ~~Specialist~~ for payment.
3. If a travel allowance is desired, requests should be submitted on a Memorandum/Report Form to an authorized individual who may, at his/her discretion, approve the request and submit a completed Request for Payment Form to the Chief Financial Officer / ~~Finance Director~~.
4. Upon return from a meeting, conference or convention for which a travel allowance was granted, an employee shall submit a completed Employee Expense Report and all supporting documentation/receipts to the Chief Financial Officer / ~~Finance Director~~ along with any allowance remaining.
5. The Chief Financial Officer / ~~Finance Director~~ shall ensure that adequate support has been received with the Employee Expense Report and make the adjustments necessary to reconcile the travel allowance.
6. Any other out-of-pocket expenditures shall generally be pre-approved and must be reported on an Employee Expense Report and approved by an authorized individual before payment shall be made.

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Adopted by Board of Directors: May 25, 1995
Effective Date: May 25, 1995
Revised: August 22, 1996; April 5, 2019

This policy/procedure supersedes any previous policy or memorandum on this topic.

**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

CHAPTER 800 Financial Division Policies and Procedures
SECTION 02 Cash and Investments
TITLE **PETTY CASH**
NUMBER 802-1

DISTRIBUTION

All personnel purchasing items necessary to the operation and maintenance of the District.

PURPOSE

To establish guidelines regarding the use and maintenance of a petty cash fund.

POLICY

1. The District's petty cash fund shall ~~total the amount of seventy-five dollars (\$75) and shall be~~ used and maintained in accordance with the policies and procedures outlined below.
2. The ~~Accounting Specialist~~ or designee shall be the responsible Custodian of the petty cash fund.
3. Petty cash may be disbursed for purchases up to ~~\$75~~ and shall be limited to those vendors for which the District does not have an account set up.
4. A petty cash voucher is required to be completed for all disbursements and approved by authorized personnel ~~prior~~ to disbursement.
5. Authorized personnel includes all supervisory personnel. Authorized personnel shall not include the Custodian of the petty cash fund.
6. Reimbursement of the petty cash fund shall be made from the general checking account on an as needed basis.
7. Cashing of checks shall be prohibited from petty cash funds.
8. The petty cash fund shall be periodically reconciled by the Chief Financial Officer ~~/ Finance Director~~.

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PROCEDURE

1. Petty cash may be used for purchases up to ~~\$75~~ as defined above and may be obtained from the Custodian of petty cash (~~Accounting Specialist~~ or designee).
2. Petty cash vouchers shall be numbered in sequential order by the Custodian.
3. Petty cash vouchers must be completely filled out in ink and approved by authorized personnel prior to disbursement of funds by the Custodian.

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**ST. CHARLES COUNTY AMBULANCE DISTRICT
POLICY AND PROCEDURE MANUAL**

TITLE **PETTY CASH**
NUMBER 802-1

PROCEDURE (continued)

4. Supporting documentation must be attached to each petty cash voucher.
5. Petty cash vouchers shall be forwarded by the Custodian to the Accounts Payable Specialist for reimbursement on an as needed basis.
6. The Chief Financial Officer / Finance Director shall review the petty cash vouchers before the reimbursement checks are issued and the petty cash fund is replenished.
7. Reimbursement checks shall be made payable to the Custodian of petty cash.
8. Upon reimbursement, the Accounting Specialist shall stamp each voucher "PAID".
9. The Chief Financial Officer / Finance Director may perform a surprise audit of the petty cash fund on a periodic basis in the presence of the Custodian of petty cash. A Petty Cash Audit form shall be completed and signed by both the Chief Financial Officer / Finance Director and the Custodian.

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Adopted by Board of Directors: 5/25/95
Effective Date: 5/25/95
Revised: 7/13/00; 4/5/19

This policy/procedure supersedes any previous policy or memorandum on this topic.