



Waterford Ambulance Service Standard Operating Guideline

Effective Date: January 27, 2014

Scope: Board of Directors and Officers

From: Steven D Garvin, President WAS

Subject: Waterford Ambulance Service Credit Purchasing and Credit Accounts.

SOG: Administrative 2014 004 Original Issue
 Type Year Number Revision

Purpose

To set expectations for the use of Waterford Ambulance Service Issued Credit Cards and Lines of Credit.

Requirements

Any Staff Member of Waterford Ambulance Service, who is issued a credit card, has routine access to lines of credit or purchases equipment and/or services shall comply with this SOG.

For the purpose of this SOG, credit cards, lines of credit, purchasing accounts shall be referred to generically as credit.

The use of Waterford Ambulance Service Credit for personal use is not allowed.

Instructions

1. Credit used for the purchasing of equipment and/or services are a means to efficiently purchase equipment and/or services.
2. Access to WAS Credit is a privilege and can be revoked if Credit irregularities are found.
3. Personnel who have access to purchasing accounts or lines of Credit shall only use this Credit for the direct purchase of WAS equipment and/or services only.
 - a. All quotes, receipts, invoicing, and statements shall be forwarded to the Treasurer before the next scheduled Board Meeting.
4. Credit shall not be used to purchasing of capital items/equipment.



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5. Board of Directors issued Credit Cards shall use these cards for WAS business only. Each Board Member is responsible for the following:
 - a. Maintain custody of their assigned card.
 - b. Report lost or stolen cards immediately to the Treasurer and Liberty Bank.
 - c. Reconcile their cards monthly with statements and recipes, and shall forwarded this information to the Treasurer before the next scheduled Board Meeting.
 - d. No single purchase or combination of charges for a single purchase totaling more than \$500 shall be allowed without the Treasures knowledge. If the Treasurer is making the purchase then the President must be notified
6. Signature of receipt and understanding of this SOG.

I, _____ understand and will comply with
the requirements of this SOG.

Sign: _____

Date: _____

Steven D. Garvin
Waterford Ambulance Service President