

Trinity Center Community Services District  
Policy Manual

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Policy Title: Procured Services, Materials and/or Equipment

Policy Number: 108

Date: July 1, 2008

- 108.10 Routine Invoices
- 108.101 The Trinity Center Community Services District (TCCSD) will, for various purposes, receive invoices for routine services, materials and equipment (hereafter called services) that are provided to the TCCSD on a regular basis under an ongoing contract or agreement. Routine services are defined as those which are regularly used by the TCCSD and do not require individual approval prior to receipt.
- 108.102 Upon receipt of invoices for routine services the Treasurer will prepare checks for payment and will present the checks to the Board for approval and signature at the next Board meeting. The checks for routine services may be grouped together during Board deliberations and subjected to a consent vote at the board to avoid voting on each check/invoice individually.
- 108.103 After approval, the checks will be forwarded within three working days to the County for processing.
- 108.20 Non-routine Services and/or Equipment
- 108.201 The Trinity Center Community Services District (TCCSD) will, for various purposes, require services, material and equipment (hereafter called services) in addition to the routine requirements. The need for these services may be identified by any Director, the General Manager, the Fire Chief, an employee of the District or a constituent of the District. These non-routine services must be authorized prior to incurring any expenses.
- 108.202 For services costing \$500 or less, any Director, the General Manager, the Fire Chief (or Assistant Chief in the Chief's extended absence) or the Medical Director (for medical supplies and equipment) may authorize the service on their individual authority committing the District to the expense.
- 108.203 For services costing more than \$500, approval of the Board (by a majority vote of 3 or more) is required for authorization and that approval shall be obtained in an open Board meeting where the item was either included in the agenda or where the Board designates the item as an emergency action per requirements of TCCSD Policy 102.10. The party requesting authorization must provide an estimate of total expenses with as much accuracy as possible. Where rapid approval of services to restore critical TCVFD capabilities is required, an emergency board meeting may be called per provisions of TCCSD Policy 102.30.

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108.204 Upon receipt of invoices for authorized services the Treasurer will prepare checks for payment and will present the checks to the Board for approval and signature at the next Board meeting.

108.205 After approval, the checks will be forwarded within three working days to the County for processing.

108.30 Reimbursement for Expenses

108.301 To Board Members, General Manager and Fire Chief

108.301.1 Board members, the General Manager and the Fire Chief shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties. Official expenses are limited to those that would be deductible business expenses under IRS regulations. Pre-approval of expenses is required per the provisions of section 108.202 and 108.203. Pre-approval shall be sought even for lesser expenses when practical.

108.302 To TCCSD Employees

108.302.1 TCCSD employees including the Secretary/Treasurer and members of the VFD shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties. All expenses must be approved by the General Manager, the Fire Chief, the Medical Director or the Chairman of the Board. The approval authority of these officials is limited to the provisions of section 108.202 and 108.203.

108.303 To VFD Donation Funds

108.301.1 On occasion VFD funds may be used for CSD purposes to facilitate procurement of services, materials or equipment. The CSD may reimburse these expenses as appropriate per the CSD/VFD Fund Sharing Memorandum of Understanding. Such reimbursement requires approval of the CSD Board. Reimbursement will be in the form of a check written to the VFD account processed per section 108.20.

108.304 Reimbursable Expenses

108.304.1 The following types of expenses are reimbursable with the appropriate approval:

- Purchase of supplies and materials
- Purchase of tools and equipment
- Repair and operating costs for District assets
- Attending educational courses or seminars to improve employee's or official's skill and information levels
- Training course fees, materials and certification costs
- Participating in local events associated with local, regional or state organizations whose activities affect the TCCSD's interests.

108.304.2 All reimbursable expenses will be submitted on an expense report to the Secretary/Treasurer with full receipts, a

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description of the services or items procured and an explanation of the need for the expenses incurred. Payment will normally be delayed until a check can be processed and approved at the next CSD Board meeting. This requires submittal at least three days prior to said meeting.

108.304.3 Travel expenses shall be reimbursed when required for district purposes. Lodging expenses will be reimbursed or paid for when travel on official TCCSD business reasonably requires an overnight stay, and is at least 50 miles from Trinity Center. The most reasonable and economical mode and class of transportation, lodging and meals will be used. All expenses must be approved by the Board or the General Manager, the Fire Chief, the Medical Director or the Chairman of the Board prior to incurring them. The approval authority of these officials is limited to the provisions of section 108.20.

108.304.3 The following types of expenses are not reimbursable:

- The personal portion of any travel
- Family expenses on travel as well as children or pet-related expenses
- Entertainment expenses (including in-room or theater movies)
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline
- Personal losses while on District business
- Any non pre-approved expenses
- Any services, materials or equipment not necessary or exclusively used for CSD business

108.40 Cash Advances

108.401 From time to time it may be necessary for an official or an employee to request a cash advance to cover anticipated expenses while traveling or doing business on the TCCSD's behalf. Such request for an advance should be submitted to the General Manager or Chairman of the Board prior to the need for the advance with the following information:

- The purpose of the expenditure(s)
- The anticipated amount of the expenditure(s) – this should be detailed for each component of the total expenditure
- The date of the expenditure

Since the advance will require Board approval, the request must be submitted at least 4 days prior to a CSD Board meeting occurring before the expenditure requirement.