

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE:	PURCHASING	SECTION:	LAND AMBULANCE
DATE:	May 8, 2003	POLICY NO.:	KDSB-LAS-III-11
APPROVED BY:	Resolution No. 2003-39	REVISED:	March 31, 2007

POLICY STATEMENT

It is the policy of the Corporation to obtain goods and services at the lowest possible cost consistent with the requirement for the best quality needed by the Corporation.

PROCEDURE

The procedures for the purchase and procurement of goods and services for the purpose of land ambulance operations shall be as outlined in policy no. KDSB-FNS-II-01.

In addition, the following conditions shall apply to land ambulance operations:

1. Petty Cash

- (1) Each location will be provided a petty cash allocation based on demonstrated need for expenses incurred other than purchases allowed with the vehicle credit card. The Manager/Coordinator at that location will be responsible for the security and control of the petty cash funds which must be reconciled with administration on a regular basis.
- (2) Receipt vouchers must be provided for any expenditure from the petty cash account. The maximum allowable payment from petty cash is \$50.00 for any individual receipt voucher.

2. Vehicle Credit Cards

- (1) A credit card will be issued for each land ambulance vehicle operated by the Kenora District Services Board. The credit card will be accepted for purchases at all major fuel and repair outlets for vehicle related items. Access may be established for small, independent retailers of these goods and services upon request.
- (2) Credit cards must be kept in the vehicle at all times in a secure manner and returned to the vehicle immediately after each use with a record of the purchase.
- (3) Credit cards are approved for the following goods or services:
 - Gasoline or diesel fuel
 - Motor oil
 - Other lubricants and fluids required for proper operation of the vehicle
 - Emergency replacement of lenses, bulbs, fuses, wiper blades, tires and other miscellaneous items required for the proper operation of the vehicle
 - Emergency towing charges
 - Expenses for accommodations in emergency situations with prior approval
- (4) If a card is lost or stolen it must be reported immediately and the account will be terminated making the card invalid. A replacement card will be issued for that vehicle.
- (5) Vehicle credit cards are not to be used for regular preventative maintenance or repair work. A purchase order will be issued for this purpose in accordance with this policy.
- (6) Purchase receipts are to be forwarded to the KDSB office on a weekly basis or more frequently.

TITLE: PURCHASING	SECTION: LAND AMBULANCE
--------------------------	--------------------------------

3. Purchase Orders

- (1) Purchases in excess of \$50.00 require prior approval of the Ambulance Service Manager for which a purchase order will be issued or an expense claim filed.
- (2) A Purchase Request form must be completed and forwarded to the appropriate Manager with a description of the goods or services required and the price of those goods or services. Written quotations are required for any purchases exceeding \$1,000.00.
- (3) Ambulance Service Managers will review the Purchase Request based on operational needs and available resources. The requesting location will be notified of the approval or the need for additional information.
- (4) For approved purchases between \$50.00 and \$1000.00 Ambulance Service Managers will issue a purchase order and one copy (yellow) will be forwarded to the KDSB administrative office with the Purchase Request form and other relevant information.
- (5) For purchases over \$1,000.00, the Purchase Request form and related information, including written quotations, will be forwarded to the Director of Emergency Medical Services for approval prior to issue of the purchase order.
- (6) Any purchase over \$5,000.00 will require approval of the Chief Administrative Officer.

4. Standing Purchase Orders

- (1) Corporate accounts will be established on an annual basis with providers of goods and services that are utilized on a regular basis by land ambulance services.
- (2) A Purchase Request form must be completed for purchases made against a standing purchase order or corporate account with appropriate approval levels for the cost of the good or service requested.
- (3) A list of suppliers and associated account numbers will be provided to each location on an annual basis.