

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

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| Title: | Delegated Financial Authority |
| Policy: | 113.00 |
| Purpose: | To identify the individual and authorize the delegation of financial responsibility for the management of the financial affairs of OCEMS. |

Policy:

The Director of Public Safety delegates the day to day financial duties to the EMS Chief. The EMS Chief has the responsibility to carry out the budgeting and audit activities of the EMS Division. This includes payroll, accounts payable, and accounts receivable. The EMS Chief commissions and analyzes the monthly financial reports for the Director, the County Administrator, and the Board of County Commissioners.

Accountability and Compliance:

The EMS Chief will work directly with the Department of Public Safety Administrative Supervisor to monitor the Division's department's expenses and keep them in line with the approved budget. The EMS Chief must approve all purchases made on behalf of OCEMS by team members in their procurement activities.

Policy #: 113.00
CAAS: 104.01.02
Author: Vause
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 10/01/2013
Revision Date: 04/06/2016