

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

Title:	Financial Authority
Policy:	112.00
Purpose:	To establish ultimate financial authority and oversight responsibilities for Okaloosa County EMS.

Policy:

The Okaloosa County Board of County Commissioners has the ultimate financial responsibility and authority over the Department of Public safety and its divisions; including OCEMS. The Board approves the Department / Division's annual budget and approves all purchases, contracts, leases or other instruments obligating the County in the excess of \$50,000 or more. Purchases \$25,000.00 or less require approval of Department Director and Purchasing Manager or their designees. Purchases in excess of \$25,001.00 and equal to or less than \$50,000.00 require approval of Department Director, the Purchasing Director, and the County Administrator or their designees.

In accordance with the Board of County Commissioner's Purchasing and Finance Policies, the Finance Department will ensure all funds are properly accounted for and accounts adequately maintained. The Purchasing Department will ensure that correct records of the property and business transactions are kept and adequately maintained by the Purchasing Manager.

Accountability and Compliance:

The Director of Finance and Purchasing Manager will render reports and accountings to the Department of Public Safety Director and / or the EMS Chief as required.

Policy #: 112.00
CAAS: 104.01.01
Author: Vause
Reviewed: Leadership
Approved: Leadership
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