

AREA 3 REGIONAL WEAPONS OF MASS DESTRUCTION AND  
HAZARDOUS MATERIALS RESPONSE TEAM, INCORPORATED

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A2

EXPENDITURE OF FUNDS AND BILL PAYMENT

PURPOSE

To authorize the corporation's Administrator/Treasurer to pay all normal operating expenses upon receipt of billing; to establish procedures for emergency purchases; and to establish categories of expenses considered as normal operating expenses.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator/Treasurer shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibilities

The Administrator/Treasurer is primarily responsible for implementation of these procedures.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

The Board of Directors has authorized the corporation's Administrator/Treasurer to pay all normal operating expenses upon receipt. Emergency purchases must have the prior approval of the Board of Directors. The Administrator/Treasurer has been instructed to hold any billing not having prior approval until the next board meeting.

The following categories of expenses are considered normal operating expenses and are to be listed on Form A-1 Expense Claim Form:

- Billings resulting from an incident response.
- Administrative supplies (pens, paper, computer disks, etc.)
- Fuel and oil

APPROVAL

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President, A3/RWMD/HMRT, Inc.

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Date

Adopted 12/2009