

Texas Fire Chiefs Association  
**DOCUMENT SUBMISSION FORM**

Candidate Department: **Irving Fire Department**

Best Practice Standard: 1.03 Purchasing and Receivables

**Proofs of Compliance Submitted:**

1. IFD Rules & Regulations – Accounting Clerk I – Example of Duties
2. COI Petty Cash Voucher (Logging/Reconciliation system)
3. COI Policies and Procedure for Cash Reporting
4. IFD Petty Cash Procedures
5. IFD Purchase Requests Memo
6. IFD Requisition
7. Total Account Balance Sheet

**Submitted By: Scott Johnson, Program Manager**

**Date:**

**Evaluator's Review**

**Evaluator:**

**Date Accepted:**

**Group 5      ACCOUNTING CLERK I**

**Example of Duties:**

1.      Enter and track all purchase orders, DDR's and requisitions.
2.      Track and balance internal accounts to Banner.
3.      Review Procurement Cards for accounts and sales tax prior to delivery.
4.      Receive all purchases and enter invoices in Banner for payment.
5.      Assist Chief Officers with bidding process (HUB vendors, 3 bids, etc.).

**Group 6      SENIOR OFFICE ASSISTANT**

**Example of Duties:**

1.      Acts as Fire Department receptionist and answer telephones and greet customers.
2.      Enter inspection reports in Track-It and inspection database.
3.      File inspection reports.
4.      Act as Fire Prevention Division secretary.
5.      Receive and prepare all record requests for the department.

**Group 7      OFFICE ASSISTANT**

**Example of Duties:**

1.      Assist with answering telephones.
2.      Backup for the Senior Office Assistant.
3.      Assist the EMS Captain with legal requests, subpoenas, etc.

City of Irving  
Petty Cash Voucher

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**Employee to be reimbursed**

**Vendor paid**

**Description** (purpose, products, dates, etc.)

Fund	Org	Account	Program	Activity	Amount
<b>Total</b>					<b>\$0.00</b>

Cash reimbursement may not exceed \$75. Please attach original receipt(s). Sales tax is not reimbursable.

Department director or designee signature \_\_\_\_\_ Date \_\_\_\_\_

Cash received by signature \_\_\_\_\_ Date \_\_\_\_\_

Cashier signature \_\_\_\_\_ Date \_\_\_\_\_

City of Irving Financial Policies and Procedures  
**Cash Reporting**

This policy applies to the receipting of cash, check, money order, traveler's check and/or credit card payments recorded on manual cash receipts.

1. Departments must record the transaction on a pre-numbered manual cash receipt provided by the Financial Services Department, and complete a cash report daily.

Recording transactions on pre-numbered manual cash receipts not provided by the Financial Services Department is prohibited.

2. Each cash receipt must be filled out completely.
3. Cash reports, payments received, and blue copies of the receipts must be submitted to the cash office within the basement of the Civic Center Complex for deposit and verification.
4. Pink copies of voided cash receipts must be kept in the department's cash receipt book and the white and blue copies should be turned in with the cash report. Memos explaining why both copies of voided receipts (white and blue) are not turned in with the cash report must be submitted by the Department Director and submitted with the cash report.
5. Department Managers must submit written explanations for cash report overages and/or shortages between \$5 and \$25. Memos explaining cash report overages and/or shortages in excess of \$25 must be submitted by the Department Director.
6. Disbursements must not be made from cash receipts or cash change funds.
7. Personal checks must not be cashed from cash receipts or cash change funds.
8. Loans or borrowing from cash receipts or cash change funds is prohibited.

NOTE: Some departments/divisions may receipt monies on other than manual cash receipts. However, those departments must have obtained written approval from the Chief Financial Officer or the Accounting Manager prior to using the alternate cash reporting system.

## Petty Cash Procedures

**\*\*\*We only reimburse amounts of \$25 and under if it is over this amount they will have to do a DDR through Cristina.\*\*\***

### Fuel Reimbursements:

1. Receive 'Expense Statements' and make sure you have all the appropriate signatures: 'Employee and Battalion Chief'.
2. Verify the mileage and amounts are correct on expense statement by comparing it to the document named 'Mileage between Stations'.
3. Have Interim Chief Conley approve each statement by signing under 'Dept. Director' on the expense statement.
4. Prepare a 'Petty Cash Voucher' with the information from the Expense Statement.
5. Enter all pertinent information from the Expense Statement into the 'Mileage Totals' spreadsheet.
6. Prepare an envelope with the total money employee will receive, put name, station and shift on envelope. Go to the Mileage Totals spreadsheet and subtract money being disbursed from the 'Balance' tab.
7. Give envelope to the appropriate Battalion Chief and have them sign the Petty Cash Voucher under 'Recipient'. Immediately sign your name under 'Cashier'.
8. Keep until ready to be reimbursed by Finance.

### Other Reimbursements:

1. Make sure receipts are signed and approved by Interim Chief Conley before disbursing any amounts.
2. We **DO NOT** pay any taxes paid by petty cash recipient. If they have paid taxes we can only reimburse them the subtotal (this is City Policy).
3. Prepare a 'Petty Cash Voucher' with the information from the receipt. The account number will be assigned by Interim Chief Conley.
4. Have the recipient sign their name under 'Recipient'. Give money to recipient or prepare envelope. Immediately sign your name under 'Cashier'.
5. Enter all pertinent information from the receipt into the 'Mileage Totals' spreadsheet. Go to the Mileage Totals spreadsheet and subtract money being disbursed from the 'Balance' tab.
6. Keep until ready to be reimbursed by Finance.

### Preparing for Reimbursement from Finance:

1. Make sure your balance in the 'Mileage Totals' spreadsheet matches the total amount of Petty Cash Vouchers you have reimbursed.
2. Prepare a 'DDR' for finance to disburse reimbursement check.
3. Prepare a 'Petty Cash Reimbursement for Accounts' to give to Cristina.
4. Put all Reimbursements together, put the DDR at the top of all reimbursements and have Chief Conley sign every Petty Cash Voucher in the 'Dept. Head' section and also the DDR in the 'Department Head' section.
5. Prepare a Petty Cash Reconciliation Form and sign your name under the Reconciled By section and have somebody review the reimbursements and petty cash box and have them sign under the Reviewed By section.

6. Make copies of all Petty Cash Vouchers and receipts, the DDR, the Petty Cash Reconciliation form and the Petty Cash Reimbursement for Accounts form for your records and send originals to Finance, Dept. #8 with a little note attached to the DDR stating to "Return check to Traci Pitts Dept #5 Ext. 4693".
7. Finance will call you when check is ready.
8. Once finance calls go to Finance on floor #4 at City Hall and pick-up check then go to the Basement to the Vault to cash the check.
9. Once you have received the petty cash money, compare it to your records and make sure that the amount cashed plus what is in your petty cash box totals \$200 this is the amount you should begin with every time.

## IFD Purchase Requests

All purchase requests, either by Purchase Order or by Procurement Card must now be submitted on the attached IFD Purchase Request Form. Each form must have Chief Conley's signature and account number listed prior to the item(s) being ordered. This includes office supplies, re-certifications, memberships, etc.

The IFD Purchase Requisition Form should be completed by the requestor with all necessary information to ensure that Cristina or Doug will be able to place the order.

Requested By: List your name and extension number for any questions when placing order with vendor

Ship To: **Warehouse should be listed for most items**

Vendor Information: Vendor Name and Phone Number must be listed

Vendor Web-site: If the item was found on a web-site and can be purchased online

Account Number: This must be *assigned by Chief Conley along with his signature* to process all orders

Description: Detailed description of item, part number, color, size, package quantity, etc.

For purchases involving technical or specialized items, complete the requisition and submit to Cristina for a purchase order number. The **purchase order number must be given to the vendor** when placing the order. *If Cristina is not placing the order*, please list your name and the date ordered under the vendor information section.

### **All items purchased must meet the following bidding requirements:**

\$0.00 - \$2,999.99	Need only to contact 1 vendor
\$2,999.99 - \$49,999.99	3 vendors must be contacted (minimum of 2 HUB's)
\$50,000.00 and above	Formal Bid – Need to submit specifications

**NOTE:** For purchases **under \$250.00**, a procurement card must be used or a reason why it cannot be used must be submitted to Cristina at the time of request.

To locate HUB (Historically Underutilized Businesses), contact Cristina or Gail for a listing. If there are no HUB vendors found, you will need to list "No HUB Vendors" on the requisition. **All bid information must be listed on the requisition for Cristina to enter into the Banner System for approval by Chief Conley and the Purchasing Division.**

All packing slips and/or invoices should be submitted to Cristina at the time the item is received. Each invoice or packing slip should be signed by the requestor verifying that the items have been received and can be received for payment. If a partial order was delivered, Cristina will still need the invoice for those items. If invoices are not paid within 30 days, a 2.5% late penalty will be charged.





## Total Accounts Listing

Budget Amt.	Total Listing Account Name	Acct. #	Admin. 512	F.P. 532	A/O 542	Operations 552	EMS 582	Excel Total	Percentage of Usage	Banner Total
	Office Supplies	52101								
	Educational & Recreational	521001								
	Public Education (2077)	521001								
	Office Supplies-P.S	521010								
	Office Machinery	521012								
	Off. Machinery-IT	521013								
	Computer Software	521014								
	Instruments <\$5,000	521901								
	Postage	52102								
	Printing (Outside P.S)	52103								
	Subscriptions	52105								
	Comm. Devices	521301								
	Food	52201								
	Clothing	52401								
	Minor Apparatus	52601								
	Camera & Supplies	52602								
	Janitorial	52701								
	Chemical & Surgical	52801								
	Mechanical	52901								
	Building Maintenance	54101								
	Furniture & Fixtures M	55101								
	Instrument Maintenance	55301								
	Motor Vehicle Maint.	55401								
	Communications	56101								
	Laundry	561401								
	Other(EMS Billing Only)	561501								
	Rewards	561514								
	Copy Machine Rental	561603								
	Mileage Reimbursement	562301								
	Insurance (Notary)	56301								
	Outside Services	56401								
	Wellness	56405								
	Maint. Agreements	56406								
	Travel and Training	566001								
	Membership/Dues	57601								
	Overtime	61501								