Purpose:

To establish guidelines for appropriate use of City purchasing cards by emergency care providers.

Policy:

Purchasing Card will be located in a folder, located in the ambulances used primarily for Iowa Health System transports. This card may be used for the following purposes:

1. Fuel

   Purchase only enough to safely make a return trip from destination to West Des Moines. Trucks should be refilled upon returning using City fuel. Blended diesel recommended by Public Works for ambulances.

2. Meals

   If a long distance transport, greater than 75 miles from Des Moines, requires the crew to be out of town during "normal" mealtime hours, defined as 11 am – 1 pm and 5 pm – 7 pm, crews may utilize purchasing cards. Meals are not to exceed $12.00 per person per meal, as per City policy.

3. Lodging

   Due to unforeseen circumstances, when ambulance crews are unable to return to the Des Moines area, crews may be allowed to use purchasing cards for
lodging. The need may arise from mechanical issues or weather conditions. Use for lodging must be approved by an administrative staff member prior to purchase.

4. Payment for Mechanical Repair

If an ambulance experiences mechanical failure during out of town and travel, crews may be allowed to use purchasing cards for repairs. Use for mechanical repairs must be approved by an administrative staff member prior to purchase.

5. Other unforeseen circumstances must be approved by an administrative staff member prior to using purchasing card.

Receipts

ALL purchases must have a fully detailed transaction receipt. The receipt detailing only the credit card transaction is not sufficient.

The receipt should be attached to the appropriate form located in the purchasing card folder, and returned to the administrative offices.