

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-40

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C. D. [Signature]
County Administrator

SUBJECT: Financial Controls In the Event of an Emergency

DEPARTMENT RESPONSIBLE: Department of Finance and Risk Management and
the Office of Emergency Management and
Homeland Security

1. STATEMENT

When an emergency is declared by the County, the Pima County Emergency Operations Plan becomes effective. During the period of the emergency, every Department affected must document individual costs associated with the emergency to be able to request reimbursement, if reimbursement is available.

2. BACKGROUND

The Pima County Emergency Operations Plan, written in accordance with Homeland Security Presidential Directive 5, the Homeland Security Act of 2002, and Arizona Revised Statutes, Title 26, Chapter 2, Article 1, establishes a single, comprehensive framework for the management of major emergencies and disasters within the County.

The base plan may be found on the County internet at: Government, Office of Emergency Management and Homeland Security, Pima County Emergency Operations Plan.

3. PROCEDURE

- 3.1. All costs related to the emergency shall be documented.
- 3.2. A Work Order will be created by the Department of Finance and Risk Management, Departmental Analysis Division on July 1 of each fiscal year to capture all costs of an emergency.
 - 3.2.1. The Work Order number will be communicated to the Director, Office of Emergency Management and Homeland Security.
 - 3.2.2. If an emergency occurs during the year and the initial Work Order is used, a new Work Order will be created by the Department of Finance and Risk Management, Department Analysis Division for a

future emergency and communicated to the Director, Office of Emergency Management and Homeland Security.

- 3.3. At the declaration of an emergency, the Work Order number will be communicated by the Office of Emergency Management and Homeland Security to all involved Departments and employees.
- 3.4. All cost documents, Purchase Orders, Delivery Orders, Timecards, etc., will be created by the involved Department and workflowed within that Department.
- 3.5. Department OEM, Unit number 2610, and the Work Order number will be used on the Accounting Lines for all purchases.
- 3.6. Every cost document shall contain an attachment indicating, as applicable:
 - 3.6.1. Miles and or hours of all vehicles and equipment used in the emergency, including location and operator.
 - 3.6.2. Where purchased resources were used and for what purpose.
 - 3.6.3. Justification of all non-competitive procurements.
- 3.7. Upon reimbursement of any costs, the reimbursement is to be accounted for in Department OEM, Unit 2610.

4. DEPARTMENTAL RESPONSIBILITY

Any Department involved with an emergency must follow this procedure.