



Washoe County 911 Emergency Response Advisory Committee

Guidelines for 911 Fund Reimbursements

Washoe County Staff provide administrative support to the E911 Emergency Response Advisory Committee and to the agencies that utilize 911 funds to support their 911 Dispatch and Portable Event Recording Device programs as provided by NRS 244A.7645, Washoe County Code 65.410 and applicable Washoe County policies. Agency use of 911 funds are primarily processed as reimbursements that require substantial administrative input to adequately document and process the reimbursement requests. The intent of the following guidelines is to reduce the administrative burden on Washoe County administrative staff and provide a clear standard for agencies requesting reimbursements from the 911 Fund. These guidelines are a supplement to the 911 Emergency Response Advisory Committee Bylaws and General Provisions.

Support Materials for Reimbursements:

- Support materials should be clear, and reimbursement amounts easily identifiable and reconcilable to the reimbursement amount requested.
 - If information provided is not easily reconcilable, it will be returned to the submitting agency and not processed.
- Process for expenditures already paid:
 - As part of reimbursement request:
 - Submit supporting materials, e.g., receipts, initial quotes, certification of goods receipts.
 - Submit Invoice to Washoe County for payment to requesting agency.
 - Submit a cover sheet with clear instructions on reconciling receipts with requested reimbursement amount.
- Process for “pre-approval” for anticipated future expenditures:
 - Submit quotes for materials or services.
 - Provide clear explanation to 911 Committee of why pre-approval is necessary.
 - Upon submission of Invoices to Washoe County:



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- Provide clear supporting documentation such as receipts, vendor invoices, project schedules, project milestones, or statement(s) of work.
- Provide a cover sheet that presents clear information that reconciles the invoice(s) provided to Washoe County with the original reimbursement request.
- If a partial reimbursement is requested, documentation shall be required detailing partial amount(s) requested for reimbursement and remaining total of original reimbursement request.
- If full reimbursement request is not approved and submitted for reimbursement within the Fiscal Year it was requested, agencies shall seek re-approval of the remaining reimbursement for the following fiscal year.

Invoices

- Invoices for reimbursement of expenditures already paid by agency:
 - Invoices should be submitted as part of the reimbursement request.
 - If an invoice is not submitted as part of the reimbursement request, the invoice shall be submitted to Washoe County within 30 days of approval by the Board of County Commissioners.
- Invoices for “pre-approved” anticipated future expenditures:
 - It is the responsibility of the requesting agency to track and keep thorough documentation of reimbursements and reimbursement requests.
 - Agencies shall submit invoices to Washoe County within 60 days of receiving the approved good or service.
- All invoices shall specify which fiscal year the expense occurred to ensure that expenses are ‘booked’ in the appropriate fiscal year.

Invoices should be sent to APTTeam@washoecounty.gov with cc to tsmeetingcoordinator@washoecounty.gov



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Travel Reimbursements

- For travel reimbursement requests, the E911 Committee shall follow Washoe County's travel policy.
- [Washoe County Travel Policy](#)



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