

WIRELESS ENHANCED 911 BOARD

POLICY ON DISBURSEMENT OF GENERAL FUND

In order to meet its obligations under chapter 138, HRS, the Board is responsible for the administration of the Wireless Enhanced 911 Fund, into which is deposited the monthly surcharge imposed on each commercial mobile radio service connection collected by wireless providers and resellers, and from which is distributed recoverable costs to eligible public safety answering points and wireless providers for their permissible costs. Board members reimbursable costs for official duties which may include travel and per diem are also authorized from this fund.

In order to disburse funds for expenditure by an entity other than the board or board member, the board adopts the following policy:

1. **Request for disbursement of General Funds:** Any entity desiring disbursement of General Funds to cover eligible costs of deployment and implementation of wireless enhanced 911 services pursuant to chapter 138, HRS, must make a request to the board in writing. Expense reimbursements for wireless providers and PSAPs shall be authorized through the formal approval process of the Board. All disbursements will be subject to audit.
2. **Approval and disbursement of General Funds:** The board shall consider and reject or approve all requests for disbursement of General Funds. Disbursement will be made under signature authority of the board's chair or his/her designated representative, and funds will be disbursed by the Executive Director on behalf of the board.
 - a. An authorized disbursement shall consist of the completion of a Check Request Form (Attachment 1) along with documentation for the expenditure. The documentation for the expenditure may include:
 - i. The approved services contract and most current invoice for services.
 - ii. The approved equipment purchase contract and most current invoice for the equipment purchase.
 - iii. Approval signature of an authorized Board member.
3. **Accounting for disbursed General Funds:** Any entity receiving a disbursement of General Funds from the board shall submit a report to the board detailing its activities and expenditures of the funds for costs eligible under chapter 138, HRS, within 90 days of the disbursement. Documentation of all expenditures must accompany the report. If the purpose of the requested disbursement of General Funds is not completed within 90 days, an interim report shall be submitted at that time to the board which includes a description of the activities and expenditures to date, and an estimate of the date of completion. A final report will be required when the purpose of the requested disbursement is completed.

In order to disburse General Funds for expenditure by board members for official duties, to include travel and per diem, the board adopts the following policy:

1. **Request for disbursement of General Funds:** Any board member may seek disbursement of General Funds to cover eligible costs incident to official board duties pursuant to chapter 138, HRS.
2. **Approval and disbursement of General Funds:** The board's chair has the authority to approve a request for disbursement of General Funds and disburse such funds on behalf of the board, provided that every approval and disbursement is reported to the board at its next meeting.
3. **Accounting for disbursed General Funds:** Board member(s) receiving a disbursement of General Funds shall submit a report to the Executive Director outlining their expenditure plan. Recovery amounts for travel and per diem costs will be made in accordance with Title 10, Chapter 3, of Hawaii Administrative Rules (Attachment 2).

[Effective: May 12, 2006]

ATTACHMENT 1

Wireless Enhanced 911 Fund

CHECK REQUEST FORM No. 0001

Date: 1-Jan-06

Amount: \$0.00

Payee (Name and Mailing Address):

Purpose of Disbursement:

Board Authorization: _____

Name (print or type): _____

Requester: _____

ATTACHMENT 2

**Hawaii Wireless Enhanced 911 Board
Travel Reimbursement Check Request**

A. Reimbursement Information:

Name:
Title
Organization:
Phone No.
Fax No.
Email ID:

B Purpose of Travel:

C. Travel Itinerary:

Date:	From:	To:
Date:	From:	To:
Date:	From:	To:

		Amount
D. Airfare:	\$	-
E. <i>Ground Transportation:</i>	\$	-
Rental Car Company	\$	-
Taxi/Other:	\$	-
F. Parking	\$	-
G. Lodging (name of hotel/accommodations):	\$	-
H. Meals (attached details separately)	\$	-
I. Per Diem (if applicable)	\$	-
J. Other Describe:	\$	-
K. Other Describe:	\$	-
L. Total Expenses:	\$	-

L. Certification: "I certify that the above request for reimbursement of expenses from the Hawaii Wireless Enhanced 911 Board is accurate and true to the best of my knowledge."

Signature: _____

Date: _____

Board Approval for Payment: _____