



# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

## POLICY AND PROCEDURE

**SUBJECT: AMIGOS FUND**

**Policy No.:** 503  
**Revised:** June 2016  
**Supersedes:** May 2014  
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### BACKGROUND

Money allocated to the department by the Amigos Fund, a non-profit auxiliary of the RLA Foundation, is used as petty cash for specific treatment related expenditures. The following are appropriate uses of the fund:

1. For marketing, bus, and other evaluation and treatment sessions in the community for which money is required.
2. For purchase of food for cooking evaluations or classes **when the required food is not available** through the Dietary Department.
3. For purchase of small patient treatment items which cannot be obtained through regular channels.

### POLICY

1. Money for market evaluations, fast food restaurants, and other community outings is limited to a maximum of \$7.00 per patient. Larger amounts may be approved if adequate justification of special circumstances is submitted with the request for funds and signed by the supervisor. The maximum may go up to \$8 per patient for an outing to a restaurant other than a fast food establishment.
2. Whenever possible, patients should be encouraged to pay their own expenses for restaurant and other expenses in the community.
3. Money **will not** be issued for items which are available from the Dietary Department or for luxury items such as expensive cuts of meat or produce which are out of season.
4. Money **will not** be issued to purchase individual equipment for patients or to provide transportation to and from the Medical Center.
5. Money **may** be used for essential staff expenses when evaluating and training patients in the community (examples: bus fare when using public transportation for OT outing, movie ticket when accompanying patients to the movie for RT.)

6. Money **will not** be issued to pay for food or gratuities for employees, students or volunteers.
7. Money **will not** be issued for family members/guests.
8. Only **employees** of the Occupational Therapy and Recreation Therapy Department are permitted to request and pick up money or to return change and receipts. **(INTERNS AND VOLUNTEERS MAY NOT PICK UP MONEY NOR RETURN MONEY AND/OR RECEIPTS).**
9. All use of the Amigos Fund **REQUIRES PRIOR APPROVAL**. All requests must have the prior approval of the OT Clinical Manager or RT Supervisor before they are submitted.
10. Outings are limited to within a 10 miles radius of Rancho, with the exception of special events which requires a longer distance and are approved by the supervisor.
11. Requests may be made for pre-payment or for reimbursement.
12. Official receipts, such as an original cash register receipt or handwritten bill of sale must be submitted for all money spent. The receipt should have the business name, address, and phone number printed on it or a business card attached with the same information. A "Receipt Verification Form" (Attachment A) must be used and signed by the vendor when an official receipt is not available for purchases made at a Farmers Market.

### **PROCEDURE FOR OCCUPATIONAL THERAPY**

1. Staff prepares an "OT Amigos Fund Request" form (Attachment B) for approval by the clinical specialist or clinical manager.
2. The clinical specialist or the clinical manager signs the request.
3. The OT/RT office must receive the request **AT LEAST TWO DAYS PRIOR** to the date that the money is needed.
4. The staff making the request will be notified, if for any reason, the money cannot be issued.
5. PRE-PAYMENT
  - A. Staff picking up the money signs an "OT Amigos Fund Receipt" (Attachment C) for the amount received.
  - B. Staff must **turn in the original cash register receipt and paperwork in to the OT/RT office WITHIN ONE WORKING DAY of when the money was used.**

- 1) The cash register receipt must show **ONLY** the items which were approved (it should **not** show other purchases).
- 2) The staff who received the money completes an "OT Amigos Fund Request" (Attachment B) to account for the prepayment and the change. The total shown on the receipt plus the change must equal the amount of money issued in pre-payment.

6. REIMBURSEMENT

- A. Staff must submit an approved fund request form to the OT/RT office **BEFORE MAKING ANY EXPENDITURE.**
- B. Staff follows the procedure outlined above for completing the "Total Slip" (Attachment D) and takes it, together with the original cash register receipt, to the OT/RT office for reimbursement.
- C. The staff must sign for receipt of the money reimbursed.

**PROCEDURE FOR RECREATION THERAPY**

1. Funds will be provided to designated services that have a recreation therapy program (currently \$100) at the beginning of each month. These funds will be distributed by the OT/RT office clerical staff designee as close as possible to the 1<sup>st</sup> day of each month, depending on availability.
2. At the time the money is given, staff will sign a "Patient Revolving Fund Receipt" (Attachment E) for the amount of money they receive.
3. Funds will be used only for therapeutic events and/or outings. Recreation therapy staff should consult with a supervisor prior to spending the money if unsure about appropriate use of the funds.
4. Official receipts must be collected for all money spent as described above.
5. A revolving funds "Expenditures" form (Attachment F) must be completely filled out thoroughly and must have receipts attached, as well as the original voucher stating the amount originally provided. These items are due to the clerical designee after the last event of the month, and no later than the last day of the month.

An official receipt must have the date, business name, address, and phone number either preprinted or the same information on an attached business card. All purchases must be itemized with patients name, Rancho number, and purpose of purchase. Receipt verification Form (Attachment G) must be completed.

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6. Allocated Amigos Fund cannot be used to purchase gift cards. All monies issued must be used for the month that it has been allocated. All program expenditures for community re-entry outings must indicate patients name and Rancho number. Purchase for supplies expenditures need to indicate the number of patients expected to benefit from the purchase.
7. There is a **NO LOST RECEIPT POLICY.** All expenditures must be accounted for.
8. TGIS outings will be allowed a maximum expenditure of \$150.00/mo.

Director, Occupational Therapy and Recreation Therapy Department

Signature (S) On File

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REF:A:Revised P&P 2014 Admin (AmigosFund)